

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Finance and Administration
 Commonwealth Office of Technology
 Geographic Information

Records Title		Retention		
Series	and Description	Function and Use	Disposition Instruction	
05431	Geographic Information System (C) KRS 61.878, amended by HB 59 for Homeland Security Change Date: 9/8/2005 (V)	The GIS database is a series of map layers. These layers store graphic information about map features (parcels, streets, utility lines) and geographic areas (tax neighborhoods, subdivisions, service districts) and are linked to detailed attribute information or descriptions stored in a database. GIS software accesses this integrated graphic and attribute information to support all mapping, geographic query, and analysis applications. Data layers in a GIS database may be categorized as "base map" or "thematic." Base map layers are those that contain map features that are commonly needed for most applications and which serve as a foundation and reference for other map layers. The Commonwealth Map is a base map made up of 12 layers (see Contents). Other thematic data layers contain other map features, normally displayed with base maps, that are needed for specific applications. Spatial features in the GIS database are stored in either vector or raster form. A vector format represents the location and shape of features and boundaries precisely as a string of x,y coordinates. In contrast, the grid-based or raster format generalizes map features as cells or pixels in a grid matrix. Map layers that need to accurately depict map features, such as manholes, street centerlines, or parcel boundaries, most often use a vector format. Map layers that are stored as images, such as digital aerial orthophotographs, use a raster format. Vector and raster map layers may be overlaid and displayed together in a GIS.	Raster graphic image layers and Vector data layers superimposed individually or cumulatively. Organized into categories: Agriculture, Boundaries, Environment, Fish & Wildlife, Geodesy, Geophysical, Historic, Imagery, Institutional, Misc., Soils, Standards, Transportation, Utilities, Water Resources.	Agency: P Records Center: Archives Center: Retain in agency. Replace information as updated; move data offline as necessary. Provide periodic data snapshots to KDLA.

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
 Raster graphic image layers and Vector data layers superimposed individually or cumulatively.
 Organized into categories: Agriculture, Boundaries, Environment, Fish & Wildlife, Geodesy, Geophysical, Historic, Imagery, Institutional, Misc., Soils, Standards, Transportation, Utilities, Water Resources.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)
 (See attachments)

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

22. VITAL RECORD? <input checked="" type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD? Life of the system
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24. VITAL RECORDS PROTECTION INSTRUCTIONS
 Mirroring, replication and snapshot backups.

25. ACCESS RESTRICTIONS? Yes/No If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

KRS 61.878, amended by HB 59 for Homeland Security

26. IS RECORD SUBJECT TO AUDIT? <input type="checkbox"/>	If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT
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28. LEGAL RETENTION REQUIREMENT? (Yes/No) If yes, cite statute and state length of retention period required.

ANALYSIS

29. APPRAISAL CRITERIA	Years	30. RATIONALE FOR RETENTION Provides vital historic and geographic data in a particularly manipulable format, accessible through an electronic network.
X Administrative Retention Value	P	
Legal Retention Value		
Fiscal Retention Value		
X Research Retention Value	P	
Intrinsic Retention Value		
31. AGENCY RETENTION		
P		

32. DISPOSITION INSTRUCTIONS:
 Retain in agency. Replace information as updated; move data offline as necessary. Provide periodic data snapshots to KDLA.

33. RECORDS CENTER RETENTION	34. ARCHIVES CENTER RETENTION	35. TOTAL RETENTION
James Cundy		P Date