Creating the GeoArchives:

Maine Archives of Geographic Information

A brief report presented at the joint conference of
NAGARA, SAA, and CoSA

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for more detailed documentation see
http://www.maine.gov/sos/arc/GeoArchives/geoarch.html

Jim Henderson, Maine State Archivist

Appendix C: Retention Schedules

Records Retention Schedule: Geographic Information Systems

The following functions have been evaluated for their evidential and informational value by the Archives Appraisal Committee[*] of the Maine State Archives, whose recommended disposition of related records is indicated.

Constitutional and statutory provisions, judicial decisions, Executive Orders and administrative rules affecting this agency are already scheduled as archival. The State of Maine General Records Schedules already provide retention/disposition authority for most common administrative records, and specify accession of upper management level (policy-making) correspondence, minutes and agendas.

I. GIS EXECUTIVE COUNCIL

In October 1996, the Information Services Policy Board adopted a resolution which, in part, declared that an Executive Council for Geographic Information Systems would be formed. This Executive Council's broad functions are to

Broad Function: Oversee the Office of Geographic Information Services
Broad Function: Oversee the development of a GIS capability

Policy functions are listed below. Operating functions, as performed daily by the staff of the Office of GIS, are listed in a separate and specific Office of GIS section.

The Council's overall goal is to ensure that a high quality, well-documented GIS database is built for the State of Maine. The specific objectives are three-fold:

1. Set technical specifications for geospatial data automation and development;
2. Provide basic guidance in map compilation/recompilation; and
3. Provide standard procedures for documenting the history of each geospatial data layer and source map to aid users of the Maine GIS database in determining the viability of those data for specific applications.

More complete background information on the GIS Executive Council is contained in its strategic plan, which is included in the following schedule. The following functions of the GIS Executive Council are stated, with accompanying records disposition, and series titles..

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[*] State Archivist, Director of Archives Services, Director of Records Management Services

Policy Function: Document the Activities of the GIS Executive Council

Operating Functions: Create agendas, minutes, final reports/products

Series Title: **GIS Executive Council - agendas, minutes, final reports/products.**

Disposition: Archives

Context: Since major policy decisions and related information will likely appear in the Council's records, records created by its committees are scheduled for destruction. If the Council adopts a policy proposed in a document created by one of its committees, that document should be included in the Council's records.

Policy Function: Provide Financial and Budget Services

Operating Functions:
1. Provide budget oversight.
2. Recommend budget actions to the Board for approval.
3. Interact with outside entities on financial issues.

Series Title: **GIS Executive Council Finance Committee Records**

Disposition: Destroy

Context: The financial records generated by this function are scheduled for destruction after business usefulness ends. Additional note: The budget records are already scheduled under General Schedule No. 5

Policy Function: Propose Software License Fees

Operating Functions:
1. Collect data for software license usage to determine how best to assess usage fees.
2. Develop a proposal for charging for license usage.

Series Title: **GIS Executive Council License Pool Committee Records**

Disposition: Destroy

Policy Function: Advise GIS Executive Council on Technical Matters

Operating Functions:
1. Oversee all Council projects.
2. Advise the Council on all technical matters.
3. Interact with outside entities on technical issues.

Series Title: **GIS Executive Council Technical Committee Records**

Disposition: Destroy

Context: Final reports/products from the Technical Committee and each of its subcommittees should be accessioned as part of the Council's records if they document decisions made by the Council. All other records generated are scheduled for destruction after business usefulness ends.

Policy Function: Create Standard Codes for Maine Minor Civil Divisions

Operating Functions:

1. Maintain the official Standard Geographic Codes (GEOCODES) that was endorsed and adopted by the Governor of Maine, on July 1, 1971.
2. Revise the code as necessary to reflect changes; for example incorporation of a new minor civil division requires the addition of a new geocode.

Series Title: ***Standard Geographic Codes for Maine Minor Civil Divisions***

Disposition: Archives.

Series Title: ***Operational records created to update the GEOCODES.***

Disposition: Destroy.

Context: The 5-digit code uniquely identifies each minor civil division (city, town, plantation, unorganized township) in Maine. The Maine State Archives will accession a complete list of geocodes prior to each update of that list. Other records generated by this function, except as provided by the General Schedules, are scheduled for destruction after business usefulness ends.

Policy Function: Inform Researchers about GIS Data Layers

Operating Functions:

1. Maintain a digital catalog (http://MeGIS.maine.gov/catalog/) of the GIS layers in the Maine GIS database.
2. Publish updates and corrections incorporated in the Maine GIS database made in accordance with *Data Standards for Maine Geographic Information Systems*, 2002.

Series Title: ***Maine GIS Internet Data Catalog***

Disposition: Destroy.

Context: The Maine GIS Data Index (see below) extracts information having permanent value from the Catalog. The Data Catalog itself, a listing of the data layers, may be destroyed after business usefulness ends. Formal publication of a hardcopy catalog was suspended once the digital catalog went online. However, several times a year a hardcopy report called the Maine GIS Digital Data Catalog is printed for display purposes. This document is generated from Oracle using the same metadata records as the digital catalog. The frequency of update reflects change in the Maine GIS database.

Policy Function: Document the Scope of GIS Data Layers

Operating Functions:

1. Maintain a list of GIS layers in the Maine GIS database.
2. Create the Maine GIS Data Index, which extracts information having permanent value from the GIS Internet Data Catalog. The data index is now a hardcopy list of GIS data layers, followed by a short description.

Series Title: ***Maine GIS Internet Data Index***

Disposition: Archives.

Series Title: ***Operational records created to update the GIS Internet Data Index.***

Disposition: Destroy.

Context: This data index should be accessioned annually to document changes in the list. Any other records generated by this function should be scheduled for destruction after business usefulness ends.