

## **GIS RECORDS RETENTION RECOMMENDATION**

### **SECTION 1. OBJECTIVE:**

To clarify and streamline the GIS records<sup>1</sup> retention schedule (SG0202) for the state of Idaho and its agencies and institutions.

### **SECTION 2. IDENTIFYING GIS RECORDS:**

The recommendations made in this document will be presented to the Idaho State Historical Society (ISHS) for consideration, discussion, and inclusion in the GIS records retention schedule (SG0202).

A review of the procedures used in other states by the Idaho Geospatial Council (IGC) GIS records retention sub-committee suggests...SUMMARY FORTHCOMING

Therefore, the IGC sub-committee on GIS records retention recommends the following:

Agencies and institutions should examine their GIS records collection and determine which records should be submitted to the ISHS. To facilitate this examination, the following criteria should be considered for each GIS record held by an Idaho agency or institution:

1. Does the GIS record contain original material with enduring historical value and strong ties to Idaho?
2. Does the GIS record have a spatial extent covering or within the state of Idaho?
3. Is the GIS record held by your organization produced by your organization (i.e., your organization creates and maintains these data, and your organization is considered the authoritative source for these data)?

If you answered YES to all of the above criteria, that GIS record is considered a candidate for submission to the ISHS. Prior to submission, the agency or institution must also determine if the GIS record contains sensitive data. If so, the full record may be excluded from submission but subject to a limited submission of a metadata record instead.

### **SECTION 3. FORMAT OF GIS RECORDS:**

GIS records should be prepared for electronic submission to the ISHS by contacting your organization's records manager. Vector GIS data must be saved in shapefile format with tabular data saved in comma-separated values (CSV) format. Raster GIS data must be saved in TIF format. All GIS records must contain full geospatial metadata in compliance with FGDC standards and stored in extensible markup language (XML) format.

### **SECTION 4. SUBMISSION SCHEDULE:**

Scheduled updates to GIS records submitted to the ISHS shall be dependent on the particular data set and the organization's retention schedule. Generally GIS record updates should be submitted when the following qualifying event occurs or on an annual basis (whichever comes first):

1. An updated GIS record has been approved or implemented by the organization, effectively replacing or superseding an existing or previous GIS record (e.g., zoning GIS records).
2. Changes to geographic areas related to various jurisdiction functions as substantial changes occur.
3. GIS records describing infrastructure shall be updated when the infrastructure is superseded (e.g., road GIS records).
4. Operation and maintenance records shall be updated at the end of each update cycle.

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<sup>1</sup> A geographic information system (GIS) record is electronic/digital data describing the geometry and attributes of geographic features. These data can be stored using Cartesian coordinate geometry or raster image file formats. GIS records contain a geographic reference to real-world locations.