

# GIS RECORDS RETENTION RECOMMENDATION

## SECTION 1. OBJECTIVE:

This document was prepared to clarify and streamline the GIS records<sup>1</sup> retention schedule (SG0202) for the state of Idaho and its agencies and institutions. To best facilitate this, a review of the procedures used in other states was completed by the Idaho Geospatial Council (IGC) GIS records retention sub-committee. The findings of this review disclosed a 2011 report produced by the Geospatial Multistate Archive and Preservation Partnership (GeoMAPP) indicating four states (North Carolina, Kentucky, Montana, and Utah) have previously completed a joint investigation into the challenges of preserving geospatial content within their state. In addition, another 14 states contributed input used in GeoMAPP's final report. A summary of the key findings from this report include:

1. Establish a geo-archiving team with membership from the GIS, archiving, and information technology communities.
2. Inventory GIS holdings (records) being considered for preservation.
3. Appraise GIS records being considered for preservation using a formal policy.
4. Prepare, transfer, and submit GIS records following applicable standards for metadata, file format, and file naming.
5. Preserve these records by storing multiple copies of the archived data.
6. Provide access to archived holdings and allow public access.
7. Justify the investment through a cost-benefit analysis.

The recommendations made in this document are being presented to the Idaho State Historical Society (ISHS) for consideration, discussion, and inclusion in their GIS records retention schedule (SG0202). The structure of this recommendation closely follows the findings of GeoMAPP, in particular items 1-4 described above.

## SECTION 2. INVENTORY AND APPRAISAL:

Idaho Agencies and institutions should examine their GIS records collection and determine which records should be submitted to the ISHS. To facilitate this determination, the following criteria need to be evaluated along with any other agency or institution specific considerations for each GIS record:

1. Does the GIS record contain original material with enduring historical value<sup>2</sup> and strong ties to Idaho?
2. Does the GIS record have a spatial extent that overlaps the state of Idaho in whole or in part?
3. Is the GIS record held by the 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, the 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.

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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.

<sup>2</sup> Enduring value is defined by the Society of American Archivists (<https://www2.archivists.org/glossary/terms/e/enduring-value>). A review of this definition may assist state agencies and institutions to better understand the goals of the ISHS.

### **SECTION 3. PREPARATION AND TRANSFER OF GIS RECORDS:**

GIS records should be prepared for electronic submission to the ISHS following the guidelines set forth by the Library of Congress (Section VI, item ii of the recommended formats statement).

In order of preference, the format of submitted GIS records should be that which is:

1. Most complete, even if proprietary.
2. Compatible with widely adopted GIS software (e.g., ArcGIS).
3. Compatible with open source and open data communities.

The transfer of these GIS records may be delivered using either hard drive, CD-ROM, DVD-ROM, or other media not yet assigned (e.g., internet file transfer).

Metadata documentation of these GIS records must be complete, comply with FGDC standards, and in accordance with the guidelines set forth by the Library of Congress (Section VI, item ii, d).

### **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 jurisdiction.
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.

### **SECTION 5. REFERENCES:**

Federal Geographic Data Committee (FGDC) <https://www.fgdc.gov/metadata/geospatial-metadata-standards>

GeoMAPP and Geospatial Data Stewardship <http://ndsa.org/working-groups/content/geospatial-data-stewardship/>

GeoMapp Final Report [http://www.geomapp.com/docs/GeoMAPP\\_FinalReport\\_final\\_20111231.pdf](http://www.geomapp.com/docs/GeoMAPP_FinalReport_final_20111231.pdf)

Library of Congress, Recommended Formats Statement  
<https://www.loc.gov/preservation/resources/rfs/data.html>