

## Idaho Technology Authority (ITA)

### ENTERPRISE GUIDELINES – G300 INFORMATION AND DATA

Category: G350 – Methodology for Recognizing a TIM Framework Dataset

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#### I. DEFINITIONS

1. Authoritative Source – An entity authorized by a legal authority, for example through statute, executive order, ordinance, rule, or mission memorandum, to develop and/or manage data that is commonly used to create geospatial data.
2. Authoritative Data – Recognized geospatial data that is certified and provided by an Authoritative Source.
3. Best Available Data – Geospatial data available for distribution with no access restrictions, accurate, and current at the time of compilation, and metadata is complete and compliant with [G320-Geographic Metadata Guideline](#).
4. Certified Data – Data maintained by an Authoritative Source using a documented and repeatable methodology, acknowledged as complete and accurate within stated limits and restrictions, and ready for publication.
5. Data Steward – The organization or individuals within or contracted by an Authoritative Source charged with creating, collecting and maintaining Authoritative Data.
6. Framework Data Theme – Spatial data that is commonly needed by a wide spectrum of GIS users with a goal toward developing and maintaining coverage statewide. ([Idaho Spatial Data Infrastructure Strategic Plan v. 1.0](#), page 9)
7. Framework Dataset – The GIS dataset representing all or a portion of a Framework Data Theme. It is common for a Framework Data Theme to consist of several Framework Datasets.

8. Geographic Information Systems (GIS) – As defined in [ITA Policy 1070 – Geographic Information Systems \(GIS\)](#), GIS are digital databases in which a geographic coordinate system is used to reference the location of features represented by the data. In general, typical components of GIS are the tools used to capture, store, transform, analyze, model, simulate, and display spatial and tabular data.
9. Geospatial Clearinghouse – As defined in [G340 – Statewide Geospatial Clearinghouse](#), is a centralized location (one stop resource) for searching, collecting, classifying, storing, and distributing geographic data and metadata that makes GIS data readily available for everyone through the internet.
10. Geographic Metadata (Metadata) – As defined in [S4220 – Geospatial Metadata](#), is an information file on the geospatial data.
11. Technical Working Group (TWG) – Long-term groups formed by the Idaho Geospatial Council to provide expertise and focused effort in specific areas of interest including the Idaho Spatial Data Infrastructure (ISDI) initiative. ([Bylaws of the Idaho Geospatial Council](#) Article V.1)
12. The Idaho Map (TIM) – A collection of Framework Data Themes as envisioned in the Idaho Spatial Data Infrastructure Strategic and Business Plans.
13. Trusted Source – A service provider or agency that publishes geospatial data from one or many authoritative sources as a result of an official agreement or process with authoritative sources. The limitations, currency, attributes of the data, and any compilation or standardization processes are known and documented. Data easily available and access is documented.
14. Trusted Data – Authoritative Data obtained from Authoritative Sources by a Trusted Source with documented metadata and an established data maintenance cycle or plan.
15. Publication Data – Trusted Data that is readily available to the public with limited business hours restrictions.

## II. RATIONALE

This Guideline is intended to define and clarify a methodology for recognizing TIM Framework Datasets.

Defining and formally recognizing a TIM Framework Dataset will provide those looking for statewide GIS datasets a way to identify the best available data for each Framework Theme.

In addition, recognizing TIM Framework Datasets will:

- Provide a consistent basis for ongoing database development, quality improvements, statewide consistency, and support for flexible data access and sharing.
- Facilitate GIS coordination and cooperation are roles of the State GIS Coordinator as defined in [G420 – Roles of GIS Participants](#).
- Support GIS through well-planned implementation strategies as stated in by ITA in [Policy 1070 – Geographic Information Systems \(GIS\)](#).
- Promote cooperation among all stakeholder groups in addressing geographic data and information needs and services in Idaho is a Purpose of the Idaho Geospatial Council ([Idaho Geospatial Council Bylaws, Article II.2a](#))
- Facilitate cooperative and contract arrangements to develop and maintain high-priority geospatial databases, applications, and services, collectively referred to as the Idaho Spatial Data Infrastructure (ISDI) [The Idaho Map (TIM)] ([Idaho Geospatial Council Bylaws, Article II.2c](#))

The Idaho Geospatial Council Executive Committee shall designate Technical Working Groups (TWGs) as required to support the initiatives and needs of the Idaho Geospatial Council. ([Idaho Geospatial Council Bylaws, Article V.1](#))

The Vision of the Strategic Plan for the Development and Deployment of Idaho's Spatial Data Infrastructure (ISDI) is fully developed, maintained, and managed and supports the missions of Idaho organizations through easy access to high-quality geographic information and related services. ([Strategic Plan for the Development and Deployment of Idaho's Spatial Data Infrastructure](#), p. 15)

### III. GUIDELINE

The Chair of a TWG or any member of IGC can nominate a publication dataset to be recognized as a TIM Framework Dataset by submitting the approved nomination form to the Chair of the IGC-EC.

The Chair of the IGC-EC will then send the nomination to the appropriate Framework Data Theme TWG for review and recommendation. If that TWG is not currently active, the Chair of the IGC-EC will arrange a TWG meeting for that purpose. A notice will be sent via the Geotech Listserve that a dataset is being considered for recognition as a TIM Dataset. The agenda for the next IGC-EC will include a discussion to approve/decline the nomination.

Datasets will not be considered for recognition unless they are existing publication data. Draft datasets will not be considered.

The Characteristics of a Recognized Framework Dataset include:

- a) Published by a Trusted Source.
- b) Preferably at 1:24000 scale or more refined.
- c) Preferably with statewide coverage or a methodology for developing a statewide coverage.
- d) Documentation of authoritative source(s) and each source's legal authority.
- e) Publication Data must be in an approved and defined data exchange format. For approved standards, see <http://gis.idaho.gov/portal/coordination/standards.html>
- f) Preferably with a tie or input into a nationally published dataset.
- g) Complete metadata including all process steps and references to agreements that result in the Publication Data.
- h) Detailed maintenance /update schedule for keeping the publication data as current as possible. Minimum preferred updates – annually.

The TWG will review the nomination for recognition. Discussion and the final recommendation will be documented in the TWG meeting minutes.

The TWG Chair will then present to the IGC-EC its recommendation to approve/decline the nominated dataset as a TIM Framework Dataset.

If there are multiple different datasets nominated for the same geographic area, the TWG for each Framework Data Theme would arbitrate and decide which dataset shall be recognized.

If a different dataset is presented to the IGC-EC as a better Framework Dataset than a dataset currently recognized, the TWG for the appropriate Framework Data Theme would review the nomination and decide which dataset shall be recognized.

A TIM Framework Dataset may be a compilation of Authoritative Data from multiple Authoritative Sources, for example from different geographic regions that will be compiled into one Trusted Dataset.

IGC-EC recommends that the Authoritative Source is verified by ESRI and that the Authoritative Dataset is designated as "Authoritative" in ArcGIS Online. For a description of this process see <http://doc.arcgis.com/en/arcgis-online/reference/>

#### **IV. PROCEDURE REFERENCE**

Policies for the Methodology for Formally Recognizing a TIM Framework Dataset are detailed in ITA Information Technology Enterprise Policy [P1070 – Geographic Information Systems \(GIS\)](#).

#### **V. CONTACT INFORMATION**

For more information, contact the GIO at (208) 332-1876.

## REVISION HISTORY

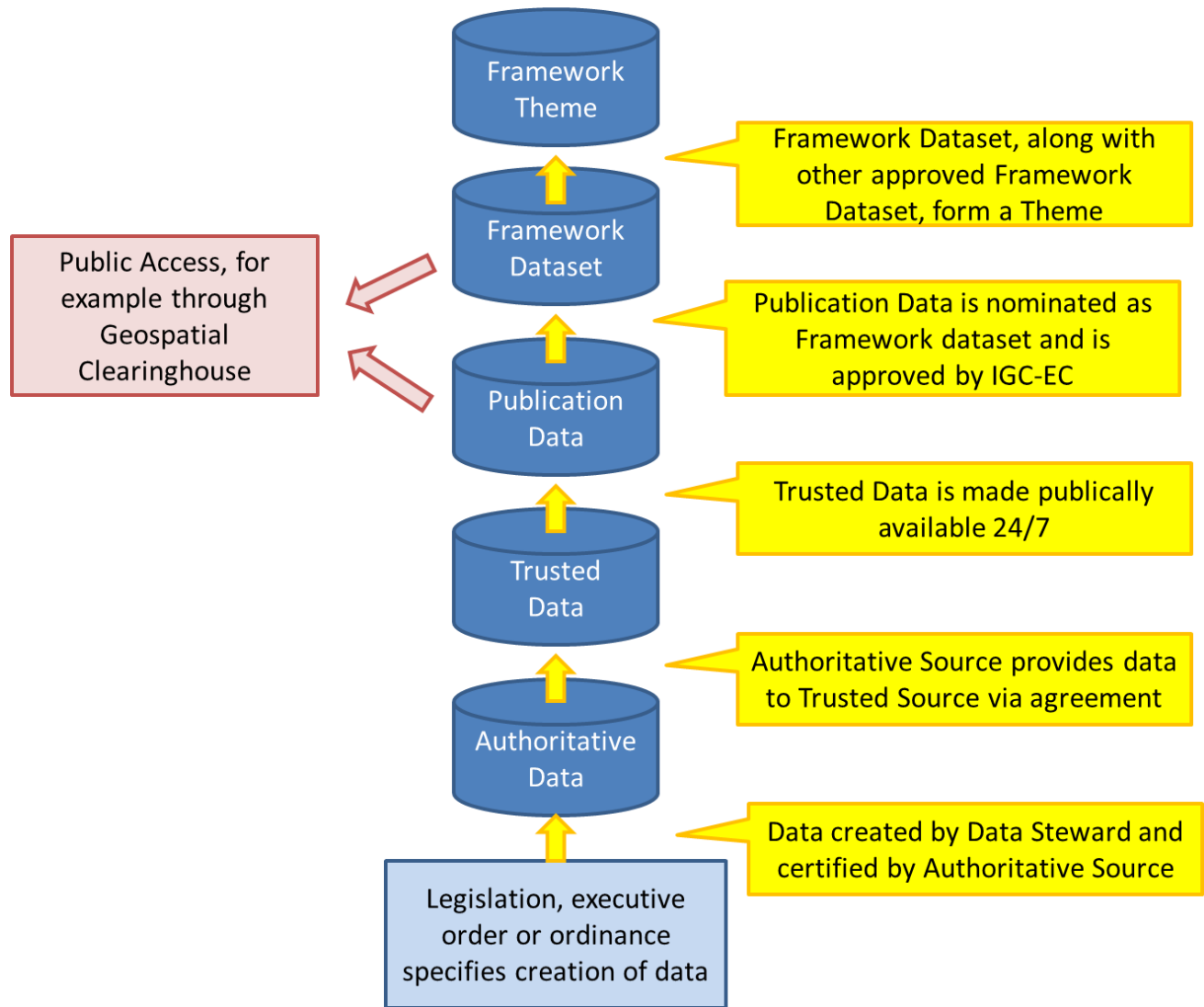
x/xx/xxxx: Revised to update Section III. Guideline

9/28/2017: Revised to correct error in Section III. Guideline; Revised Appendix B

Effective Date: February 20, 2014

## VI. APPENDIX

### Appendix A – Workflow for establishing TIM Framework Datasets



This diagram represents the basic workflow for recognizing a Framework Dataset as all or part of a TIM Framework Data Theme.

## Appendix B – Example Nomination Form

Data Nominated By:

Framework Data Theme:

Framework Dataset:

Proposed Framework Dataset Name:

Link to Publication Dataset of Proposed Framework Dataset:

Links to Metadata of Proposed Framework Dataset:

- Human-readable version
- Machine-readable version

Authoritative Source(s) Description (Include name of organization, contact information, and legal authority description)

Link to Data Exchange Standard:

<http://gis.idaho.gov/portal/pdf/Standards/Themes/XXXXXXXXX.pdf>

Trusted Source Description (Include name of organization & contact information)

Please attach copies of the agreements between Authoritative Source(s) and Trusted Source.

Minimum Scale of Dataset:

Please describe the proposed maintenance schedule for the dataset:

If this dataset is not a statewide coverage, please describe the methodology for developing or incorporating other data to make a statewide coverage.

Other information for the IGC-EC to consider: