Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G300 INFORMATION AND DATA

Category: G370– GIS RECORDS RETENTION

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I. DEFINITION

See ITA Guideline G105 (ITA Glossary of Terms) for definitions.

II. RATIONALE

According to the Idaho's General Records Retention Schedule (Idaho State Archives/ ISHS, page 22), **cartographic records require permanent retention.** Cartographic records are those records documenting the cartographic information about the State of Idaho and may include (1) Maps (printed, automated, and microfilmed), (2) Aerial photography, (3) Models, (4) Raised relief maps, (5) Remote sensing imagery and (6) Geographic Information System data.

The State of Idaho Records Manual (Idaho State Archives/ ISHS, 2021) provides flexibility for the entities that produce records to determine which records should fall under the retention requirements. The guidelines in this document, compiled by the GIS Records Retention subcommittee under the IGC-EC, are compiled to help agencies that produce Cartographic Records determine which records should be preserved, how those records should be prepared and transferred, and how frequently those records should be submitted.

III. GUIDELINE

INVENTORY AND APPRAISAL:

Idaho Agencies and institutions should examine their GIS records[1] collection and determine which records should be submitted to the ISHS. To facilitate this determination, the

[1] 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.

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[2] 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 the submission but subject to a limited submission of a metadata record instead.

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).

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):

[2] 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.

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.

IV. PROCEDURE REFERENCE

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

General Records Retention Schedule, Idaho State Archives / Idaho State Historical Society. https://history.idaho.gov/wp-content/uploads/State-of-Idaho-General-Records-Retention-Schedule.pdf

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

State of Idaho's Record Manual, Idaho State Archives / Idaho State Historical Society. https://history.idaho.gov/wp-content/uploads/State-of-Idaho-Records-Manual.pdf

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

Effective Date: XX/XX/XX