ATTACHMENT 1

**State GIS Board and
Arkansas Geographic Information Office**

DRAFT Guidelines for ArcGIS Online for Organizations

In July of 2012 the Arkansas Geographic Information Office (AGIO) submitted a proposal to the State Enterprise Application Fund for the purchase of ArcGIS Online for Organizations. This fund has oversight by the Governor's Office, the Department of Finance & Administration and Department of Information Systems. The proposal was approved and the purchase was completed.

Shortly afterwards the AGIO began the implementation of this GIS content management system. User invitations were sent to selected agencies with a history of coordinating closely with the AGIO. In an effort to manage this state resource the AGIO prepared the following guidelines to be used by participating agencies.

The ArcGIS Online system defines specific roles for participants. The roles include:
User – Users have an established account, can view maps and perform basic functions.
Publisher – Publishers have an established account, can publish maps, can publish apps, can create groups and can invite users to groups.
Administrator – Administrates the system, can grant access, revoke access, change owners, publish maps and apps.

1. Publishers cannot publish feature services or tile caches on the ESRI cloud.

2. Publishers should use GeoStor REST feature services for other map layers to minimize credit usage.
   http://www.geostor.arkansas.gov/arcgis/rest/services/

3. In the event of an emergency, Publishers should contact AGIO for assistance. AGIO will work with the Publisher to create a feature service through GeoStor. If the emergency occurs outside normal operational hours (nights, weekends) the Publisher may publish uploaded files to ArcGIS online. When normal operational hours resume the Publisher should contact AGIO to redirect the resource to a feature service operating on GeoStor.

4. If a layer is not published on GeoStor, then publishing agencies should contact AGIO to get the data published.

5. AGIO has the ability to restrict Users and Publishers, manage credits, or revoke access to Publishers and Users.

6. AGIO is requesting agency publishers to limit to no more than five Users per agency for the first year this will allow us to understand and monitor the utilization of credits.

7. Publishers must publish a map or map service within 30 days.

8. Published maps should include complete descriptions of the map, layers and sources. Complete access and use constraints.

9. Publishers should use appropriate tags for each map.

10. Publishers should avoid using the default thumbnail for each map. Publishers should create a 200 x 133 pixel thumbnail that is representative of the map.

11. Each Publisher and User should establish a complete user profile to include contact information, as well as agency information.

12. Each Publisher and User should include their photo in their profile.