

Policy Statement – GeoStor Data Loading Procedures

Process for Loading Spatial Data into GeoStor	Document Number: PS-01
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1.0 Purpose

The purpose of this policy statement is to define the policy and procedures for loading public spatial data submissions into GeoStor.

AR Code 15-21-501.

(a) In recognition that a vast majority of all information used in the management of government can be spatially referenced and that public institutions and private firms expend considerable resources collecting and managing land information records in diverse and disparate formats and scales, a modern automated system of accessible land information data and technologies is required to serve the essential needs of individuals, businesses, and government agencies.

(b) Unnecessary duplications of effort and cost are incurred since currently available spatial data and land records are not consistently collected and maintained from jurisdiction to jurisdiction and state agency to state agency, are not maintained in a manner to assure total integrity, often do not meet National Map Accuracy Standards, and are not readily available or useful for cooperative planning or policy decisions.

(c) The essential component of all automated land information systems is valid, consistent, comprehensive, available, and current data. Since federal, state, regional, county, and municipal agencies, state universities and colleges, private firms, and others require the same spatial data, it is desirable that unnecessary duplication of effort be avoided, that existing data be shared in a coordinated manner, and that new data be developed in an accurate and usable form in accordance with the state's shared technology architecture. Pursuant to this, all state agencies, boards, and commissions are required to cooperate and participate with the Arkansas State Land

Information Board.

(d) Implementation of an overall Arkansas land and geographic resources program requires cooperative methods for development and maintenance of spatial data between state and local governments in the State of Arkansas.

2.0 Scope

This policy and procedure statement applies to all public and private GeoStor spatial data loading requests.

3.0 Background

In recognition of the need for coordination of spatial information resources serving both government and private entities, code was enacted to establish and maintain consistent spatial data collection procedures and standards within the State of Arkansas. The Arkansas Land Information Board (ASLIB) has been charged with the implementation of this aim where GeoStor, a centralized warehouse for storing comprehensive geographic data for the entire state, is a result of this effort. Open participation and cooperation will help realize the ideals set forth in AR Code 15-21-501, and will minimize duplicative efforts and unnecessary use of resources for dissemination of the spatial data into the public domain. This policy statement establishes a logical way of prioritizing and loading geographic data into GeoStor.

4.0 References

AR Code 15-21-502.

(3) "Arkansas Spatial Data Infrastructure" means the combination of state framework data, data repository (GeoStor), distribution mechanisms, and the staff and organizational structures necessary to accomplish these activities;

(7) "Framework data" means commonly needed data themes developed, maintained, and integrated by public and private organizations within a geographic area. These data themes include, but are not limited to, digital cadastre, public land survey system, elevation, geodetic control, governmental units, hydrography, orthoimagery, transportation, soils, and geology;

(11) "Spatial data repository" means the physical location and content of the state's consolidated spatial data;

(14) "State of Arkansas Shared Technical Architecture" comprises the structure of program or system components, how these components relate to one another, and the principles that govern their design and evolution over time. Important aspects include the division of functions among system parts, the means of communication among them, and the representation of shared information.

5.0 Policy

Spatial Data Loading Priorities for GeoStor

The Arkansas State Land Information Board (ASLIB) appreciates the interest of all entities to have their data placed in GeoStor. The ASLIB believes this type of spatial data sharing will reduce duplicative efforts within the state of Arkansas. To this end the ASLIB will accept and load spatial data provided to them in the following manner:

- 1) The data loading request application will be received and examined by the Arkansas Geographic Information Office (AGIO). (see section 6)
- 2) The loading priority will be determined as follows: If the data falls within Priority 1 through 6, as per the criteria of Attachment 11.2, a layer specific priority list is submitted to the ASLIB for their review.
- 3) ASLIB approved data will then be loaded, as funds and/or AGIO staff resources and GeoStor hardware resources are available.
- 4) Should the data initially be determined to fall within Priority 7, a proposed data load cost model will be developed by the AGIO and presented to the applicant. If the applicant agrees to provide funding as determined by the AGIO cost model, data will then be placed in the layer specific priority list that will be submitted by the AGIO to the SLIB for consideration. Special consideration will be given to funded datasets.

Refer to Attachment 11.1 for a detailed decision flowchart.

Refer to Attachment 11.2 for a detailed description of AGIO evaluation procedures.

Cost Model for loading, storing, and/or direct access to spatial data in GeoStor

Costs for applicants wishing to submit data not falling within Priorities 1 through 6:

- a. Labor cost for placing data into GeoStor with unrestricted access: Vector and Raster - \$70/hr
- b. Labor cost for placing data into GeoStor with restricted access: Vector and Raster - \$140/hr
- c. Cost of disk space: \$0.10/MB

The rate structure includes disk space and storage, access and retrieval.

In addition to data loading, applicants may request additional services.

Rate structures for backup, maintenance and support will require additional costs and will be based upon the Department of Information Systems' rate structure.

6.0 Procedures

Loading Spatial Data into GeoStor

The completion of the data loading application below will enable the GeoStor staff to effectively determine the resources that will be required to load the applicant's spatial data layer and/or metadata. All applicants shall fill in the following to the best of their knowledge. This form shall be completed on-line at; Should you require assistance filling out this form, contact at the GeoStor Team: (geostor@arkansas.gov)

This will be an online form. Below: text in bold will represent the "question" and text in italic will represent the dropdowns.

1) Name of Organization

2) Name of applicant filling out the application

3) Name of technical contact

4) Phone number of technical contact

5) E-mail of technical contact

6) Physical address of technical contact

7) Briefly describe the reason your organization is submitting the spatial data to be loaded into GeoStor. Why is this a benefit to the State of Arkansas?

8) Which framework data layer do you believe your spatial data layer should be placed in?

a. Cadastral

b. Elevation

c. Geodetic Control

d. Governmental Units

e. Hydrography

f. Orthoimagery

g. Transportation

h. Other (free text)

9. What format is your spatial data currently in?

Vector

ESRI GeoData Base

ESRI shape

ESRI e00

DXF

DWG

DGN

Intergraph GeoMedia Access Warehouse

Intergraph/ Microstation

MapInfo Tab

MapInfo Mif/Mid

Other

Raster

GeoTIFF

ESRI BIL

ASCII Grid

ENVI

ERDAS

PCI

Tiff /tfw

Other

10. Are your files georeferenced? (If Yes, go to 11. If No, skip to 12.)

Yes

No

11. What coordinate system is your spatial data stored in?

NAD 83 Universal Transverse Mercator, Zone 15

NAD 83 Latitude / Longitude, Degree

NAD 83 AR State Plane, Southern Zone

NAD 83 Latitude / Longitude, WGS 84

Other

12. What unit is your spatial data stored in?

Meter US foot Decimal Degree Other

13. What is the total file size of your data set?

*1.0 - 600 MB
601 - 999 MB
1 – 100 GB
101 – 500 GB
501 GB – 999 GB
1.0 - 1.5 TB
1.6 – 2.0 TB*

14. How many thematic layers and layer tiles are in your spatial data set?

*1-50
51-100
101-200
201-300
300- 400
400-500
500+*

16. What date is the data current to?

17. What is the update frequency of the data?

Monthly Yearly As Needed Never

18. What is the mapping scale of your data?

*1:100,000
1:24,000
1:12,000
1:2,400
1:1,200
Other (free text)*

19. Do you have FGDC compliant metadata for this spatial data set?

Yes No Don't know

20. Are there any security concerns? (refer to:

<http://www.fgdc.gov/policyandplanning/Access%20Guidelines.pdf/view?searchterm=Access%20guidelines>)

Yes No

21. Who is the authorized and/or mandated custodian of the spatial data layer being submitted for consideration?

21. Is your spatial data topologically correct?

Yes No Don't Know

22. Is this data being submitted to GeoStor in order to meet federal requirements/standards?

Yes No

23. What is your metadata format?

- A. *SMMS Exchange (.set)*
- B. *FGDC Encoded ASCII (.txt)*
- C. *FGDC Encoded SGML (.sgm, .sgml)*
- D. *Ordered xml (.xml)*
- E. *Other/Don't know*

24. Is your data seamless?

- A. *Yes*
- B. *No*
- C. *Don't know*

7.0 Revision History

Date	Description of Change
12/04/2002	Original Policy Statement Drafted
01/24/2003	Revision 2
01/29/2003	Revision 3
02/30/2003	Revision 4
02/14/2006	Revision 5

8.0 Definitions

Seamless Data

- (a) Data set lacking gaps in the area of overlap between raster objects combined by tiling or mosaicking.
- (b) Each layer shall be edge matched and seamless, i.e. not tiled or subset. Each layer shall be one unit of geography and not multiple units.

Custodian

- (a) "Custodian," with respect to any public record, means the person having administrative control of that record.
- (b) "Custodian" does not mean a person who holds public records solely for the purposes of storage, safekeeping, or data processing for others.

9.0 Related Resources

None

10.0 Inquiries

Direct inquiries about this policy to:

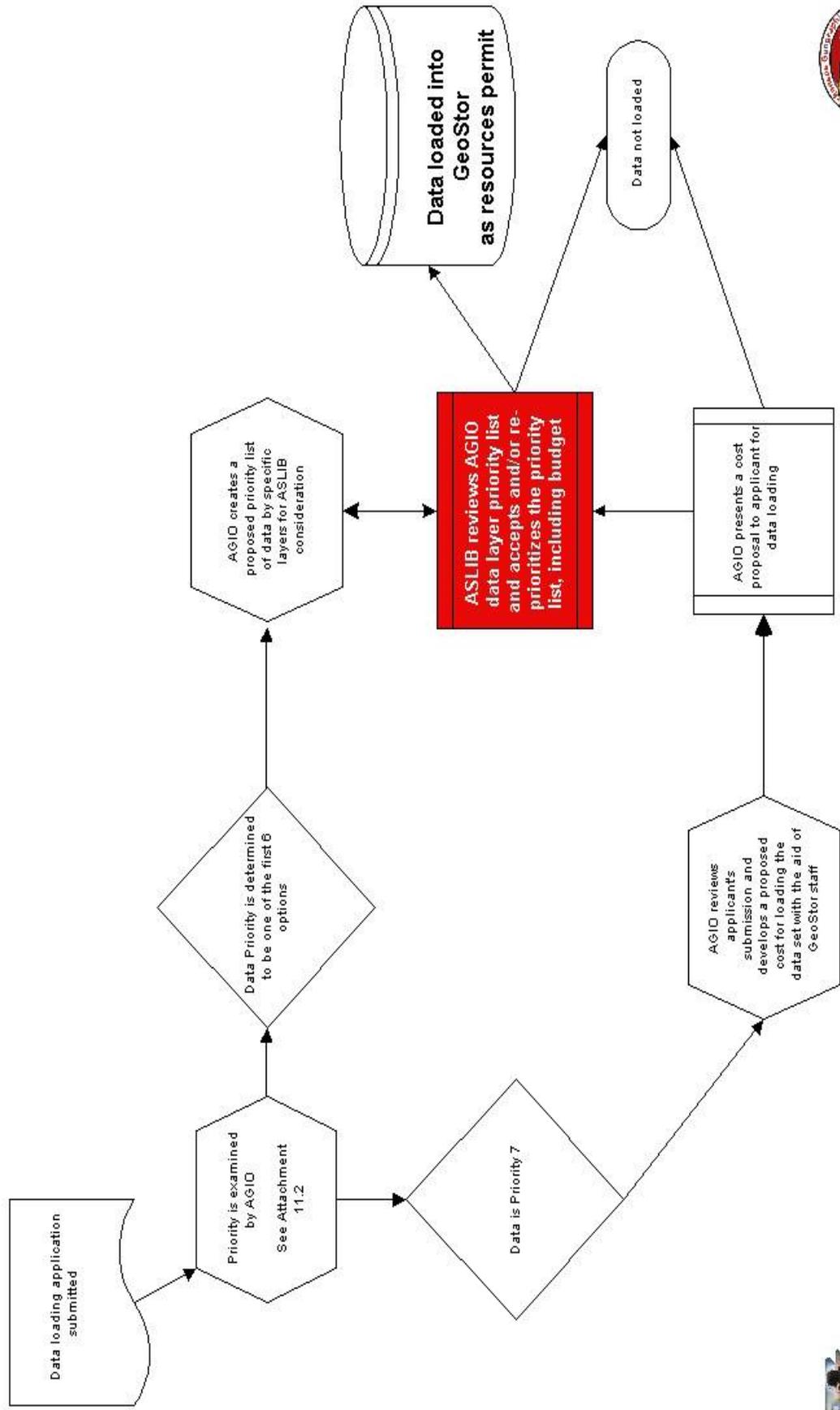
Attn: Learon Dalby
Arkansas Geographic Information Office
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Little Rock, AR 72203
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11.0 Attachments

- 11.1 Flowchart for Loading Spatial Data into GeoStor
- 11.2 AGIO Evaluation Procedures

Flow Chart for Loading Spatial Data Into GeoStor

Attachment 11.1



AGIO Evaluation Procedures

- 1) Datasets that pertain to the framework data layers
- 2) Datasets that support current, statewide coordination activities
- 3) Critical infrastructure datasets required for homeland security
- 4) Statewide spatial data sets that are enhanced or unique to those currently in GeoStor
- 5) Spatial data sets covering large geographic areas of Arkansas that are enhanced or unique to those currently in GeoStor
- 6) City, County, or Local spatial data sets that are enhanced or unique to those currently in GeoStor
- 7) Any entity may chose to cover the cost of having its spatial data placed in GeoStor at a higher priority. The cost to input the spatial data will be estimated from the information provided in the procedural section.