

SALT LAKE COUNTY  
COUNTYWIDE POLICY ON  
STANDARDS FOR GEOGRAPHIC INFORMATION SYSTEM

Purpose

This document provides standards for the creation and maintenance of geospatial data for the use of Salt Lake County offices and departments. ~~The overall goal is to ensure that to create a high quality, well-documented Geographic Information System (GIS) that integrates across Salt Lake County data sources is built for Salt Lake County. This standards document is intended to be a framework for building a robust and accurate GIS that will integrate with other Salt Lake County data sources. The intent is to describe common standards to be used by all County offices and departments in the acquisition, creation, and maintenance of Geographic data. It is recognized that when coordinating with other governmental agencies the county may not be able to insist on absolute adherence to these standards.~~ These standards are created under the auspices of the GIS Steering Committee established by Chapter 2.46 of the Salt Lake County Code of Ordinances, 2001, and amended by Ordinance 1619A.

Comment [MH1]:

Comment [MH2]: wordsmith

Scope & Compliance

The scope of this policy applies to all county users, ~~and contributors and contractors to GIS.~~ Because Salt Lake County does not have a centralized GIS office, ~~agencies and offices~~ are encouraged to work collaboratively to maximize GIS resources and for the good of the county as a whole.

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All new GIS users will:

1. ~~New GIS users will Pparticipate in an orientation and training #TALK TO REID WHO WILL PROVIDE THIS TRAINING explaining the county GIS policies as directed by the GIS Steering Committee. –~~
2. ~~AGIS users will annually review shall be familiar with the GIS Steering Committee ordinance Chapter 2.46 and this policythe GIS Steering Committee policy.~~

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Comment [TC3]: Megan, are they wanting the users to review the GIS Steering Committee policy or policy 1013?

Policy

1.0 Dataset Types –

A GIS database consists of geographic datasets that are made up of points, lines, polygons, tables and imagery. Salt Lake County uses data created by vendors under the direction of Salt Lake County as well as various internal and external entities.

1.1 Base Dataset -- Salt Lake County uses as a base reference layer, the survey control, which is maintain by the Salt Lake County Surveyor. This base layer includes,

but is not limited to, the sections laid out by the original Public Land Survey System (PLSS) survey.

1.2 Primary Source Datasets -- Are datasets created by Salt Lake County that have a direct or indirect tie to the base dataset.

1.3 Derived Datasets – Are created from existing datasets to create a new dataset. These datasets can be from internal or external datasets.

1.4 External Datasets --Salt Lake County may be required by law to use datasets created by outside agencies, such as US Census Bureau data and US Congressional Districts. Salt Lake County may not meet the specific requirements of an external data creator except where required by law.

1.5 Imagery – Aerial Imagery used for building Countywide GIS data shall be the rectified imagery approved by the Salt Lake County Surveyor. Other aerial imagery and remotely sensed data for Countywide GIS shall be reviewed by the Surveyor for accuracy and compliance with County policy.

**Comment [DO4]:** What requirements? Statutory requirements?

**Comment [DO5]:** Consider rewriting these two sentences.

**2.0 Data Security**

2.1 Some GIS data created contains information that is sensitive or confidential in nature. This data must be identified by the data creator as being sensitive or confidential. Access to sensitive and confidential data must be limited to those who have legitimate business reason for access. Procedures for ensuring limiting access to sensitive and secure data are necessary.

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**Comment [DO6]:**

**Comment [DO7]:** Is GIS Steering supposed to develop those procedures or are there procedures that should be included here.

2.2 2.2—Access to GIS data that is created by an office or department will, by default, be available only to the creating entity. The ability to create and modify the GIS data will be controlled by the office or department. The data creator may request that others be given access to the data.

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2.3 Changes to GIS data must be vetted and approved through the County's GIS change management process to assess impact on other agencies. The change management process is established by the GIS Steering Committee. Once approved, the office or department that created the data may make the approved modification.

**Comment [DO8]:** Request directed to whom?

**Comment [DO9]:** Isn't this implied? Or should it be

**3.0 Data Sharing** No county agency shall distribute data that is created by another agency. This is not intended to prohibit the production of maps that use data created by another internal agency but is intended to allow the creating agency control over the distribution of geographic and attribute data created by that agency.

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**3.1 Internal**

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As requested by the data creators a repository of GIS data, for use by Salt Lake County agencies, will be maintained by Information Services using appropriate technology. Data must not include protected information as defined by agency requirements. The data in the shared repository will be read-only and changes will only be accepted from the creating agency.

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**Comment [TC10]:** Are we moving this to the security section?

**3.2 External**

Salt Lake County will comply with the Government Records Access Management Act (GRAMA) and Health Insurance Portability and Accountability Act (HIPAA) when distributing data outside of Salt Lake County.

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**Comment [TC11]:** Security?

3.3.1 The agency that creates GIS data is responsible for setting the conditions under which the data may be distributed. This includes fees and the data format that is used. Each agency shall present proposed fees to the GIS Steering Committee for consideration and recommendation.

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~~3.3.2 Salt Lake County agencies may choose to designate any dataset they have created as restriction free for distribution purposes.~~

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3.3.23 If an outside party, contracted by a Salt Lake County agency to perform geographic work, requires access to the county data, that data is subject to distribution restrictions. The contract must include provisions that restrict the contractor from using that data for any purpose outside of the scope and duration of contract.

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**Comment [DO12]:** Does this need to be capitalized?

3.3.34 Salt Lake County may share data with municipalities and other public entities through agreement or contract. Such data sharing does not remove the requirement that the creating entity retains final authority over data distribution.

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3.3.45 In the case of data acquired from some outside vendor or agency, any redistribution requests will be referred to the third-party creator.

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3.3.56 –When a Salt Lake County agency contracts with a vendor, consultant, or establishes an interlocal agreement with another entity, the agreement or contract must require adherence to the standards as set forth in this policy.

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~~1.0 Dataset Types — A GIS database consists of a number of geographic datasets that are made up of points, lines and polygons. These datasets are sometimes called layers, coverages, themes, or shapefiles. Salt Lake County uses data that is created by various entities within the County, data that is created by vendors under the direction of Salt Lake County and data that is created by entities outside of Salt Lake County. The quality of a GIS database is dependent on the datasets that make up the GIS. When mixing data of differing accuracy any GIS product generated is only as accurate as its least accurate set of data.~~

1.1 Base Dataset — Salt Lake County uses as a base reference layer the survey control that is maintained by the Office of the Salt Lake County Surveyor. This base layer includes but is not limited to the sections laid out by the original PLSS (Public Land Survey System) survey.

1.2 Primary Source Datasets — Primary source datasets are the datasets that are created by Salt Lake County that have a direct or indirect tie to the base dataset. Some current examples of this type of dataset are aerial photography that has been orthorectified, parcels, the street network (centerline), and municipal boundaries.

1.3 Derived Datasets — Derived datasets are created from other primary or external datasets. An example of a derived dataset is the voter precincts maintained by the Salt Lake County Clerk’s Office. In order to meet the requirements the creation of voter precincts includes internal data such as municipal boundaries, parcels, street network, and external datasets such as state and federal legislative boundaries.

Data Types and Uses

1.4.1 Imagery

Imagery layers enable you to view recent, high resolution imagery for most of the world; multispectral imagery of the planet updated daily; and near real time imagery for parts of the world affected by major events, such as natural disasters.

1.4.2 Boundaries and places

Many places are logically defined by a boundary. These map layers describe areas at many levels of geography, including counties, administrative areas, postal codes, census boundaries, and more.

1.4.3 Demographics and lifestyles

Demographics and lifestyles maps — of the United States and more than 120 other countries — include recent information about total population, family size, household income, spending, and much more.

1.4.4 Basemaps

Basemaps provide reference maps of the world and the context for your work. Built from the best available data from the GIS community of reliable data providers, these maps are presented in multiple cartographic styles provide the foundation for GIS apps.

1.4.5 Transportation

These are the maps and layers that describe the systems that people use to move between places. They include a variety of global, national, and local maps on

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various topics from infrastructure projects to rest areas. Some of these layers are dynamic, such as the live World Traffic map, which is updated every few minutes with data on traffic incidents and congestion.

**1.4.6 Earth Observations**

These maps and layers are collected from sensors on the ground and in space. They describe our planet's current conditions, from earthquakes and fires to severe weather and hurricanes.

**1.4.7 Urban Systems**

These layers depict data about human activity in the built world and its economic activities and include such things as utility infrastructures, parcel boundaries, 3D cityscapes, housing, and employment statistics.

**1.4.8 Historical maps**

This collection includes scanned raster maps and dynamic image layers. These layers can be viewed individually as a basemap or displayed against a current basemap for comparison purposes.

1.5.4 External Datasets — Salt Lake County may be required by law to use datasets created by outside agencies that may not be completely coincident with Salt Lake County data. Examples of this type of dataset are census data, US congressional districts, and state legislative districts. Salt Lake County will always work with outside data creators in an effort to make certain that the various data sets match up. Salt Lake County will not meet the specific requirements of an external data creator except where required by law.

2.0 Data Responsibility — Salt Lake County does not have a centralized GIS office. It is therefore necessary to clearly define responsibility for data.

2.1 Data Creation — Ultimate responsibility for any dataset lies with the office or department that creates or acquires that data. This includes ensuring that the data meets applicable Salt Lake County standards, as referenced in Section 3 of this policy. The responsibilities of the data creator are more fully detailed in the sections below.

**2.2 Data Security**

2.2.1 Some of the GIS data that is created contains information that is sensitive or confidential in nature. This data must be identified by the data creator as

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~~being sensitive or confidential, and access must be limited to those who have valid reason to see or use the data. Procedures for ensuring limiting access to sensitive and secure data are necessary.~~

~~2.2.2 Access to the data that is created by an office or department by default will, by default, only be available to the creating entity. The ability to create and modify will be controlled as well. The data creator may request that others be given access to the data but this will not happen by default.~~

~~2.3 Data Sharing Internal~~

~~2.3.1 GIS data's value increases synergistically, becoming more useful as more GIS data is added. To this end it is the goal of Salt Lake County to share all information in a manner that minimizes the risk of exposing sensitive or confidential information. A repository of GIS data for use by all Salt Lake County users will be maintained by Information Services using appropriate technology, as requested by the Data creators. Data will be moved into the shared repository only at the request of the data creating agency. Data moved into this area should be sanitized; meaning sensitive information such as social security numbers should be removed or rendered unusable for specific identification. Data must not include protected information as defined by division requirements. The data in the shared repository will be read only and any changes will only be accepted from the creating entity.~~

~~2.3.2 The data in the shared repository will be read only. It will not be possible for anyone to modify the data in the public repository. Any changes will come from the creating entity.~~

~~2.3.3 It is important that when creating maps or map products that to be used for more than an internal work product the publisher and date of publication be identified. The data creators must also be acknowledged on any map that is produced. This can be a simple statement on the map such as:~~

~~Map created by [ your Org] in conjunction with the offices of the Salt Lake County Assessor, Clerk, Surveyor, Recorder and Salt Lake County Public Works.~~

~~2.3.4 It will be a rare occurrence that a map will not use data from multiple sources.~~

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## 2.4 Data Sharing External

~~2.4.1 Salt Lake County will comply with all requirements of the Government Records Access Management Act (GRAMA) and (Health Insurance Portability and Accountability Act (HIPAA) regarding the distribution of data outside of Salt Lake County.~~

~~2.4.2 The office or department that creates or acquires GIS data is responsible for setting the conditions under which the data may be distributed. This includes any fees or charges for the distribution of such data, and the data format that is used for distribution. Each office or department shall present proposed fees for this purpose to the GIS Steering Committee for consideration and recommendation. No office or department of Salt Lake County may distribute data that is created by another department. This is not intended to prohibit the production of maps that use data created by other departments. It is intended to allow the creating agency to have control over the distribution of geographic and attribute data that they have created.~~

~~2.4.3 Salt Lake County offices and departments may choose to designate any dataset they have created as restriction free for distribution purposes.~~

~~2.4.4 When a Salt Lake County office or department contracts with an outside party to perform Geographic work and that contractor needs access to County data that is subject to distribution restrictions the contract must include provisions that restrict the contractor from using that data for any purpose other than the scope and duration of the contract.~~

~~2.4.5 It is in the interest of Salt Lake County to shares data with municipalities and other public entities within Salt Lake County. This interest in data sharing does not remove the requirement that the entity that has created or acquired data have the final authority over data distribution.~~

~~2.4.6 In the case of data acquired from some outside vendor or agency, there may be restrictions such as copyright that may limit the use or redistribution of the data. Procedures must be created that will allow any user to know about those restrictions. Any redistribution requests will be referred to the Salt Lake County agency and third-party creator.~~

~~2.4.7 When a Salt Lake County office or department contracts with a vendor, consultant, or establishes an interlocal agreement with another entity, the resultant agreement or contract shall must require adherence to the standards as set forth in this policy.~~

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~~2.5 Data Archiving Requirements~~

~~2.5.1 Salt Lake County recognizes the long term value of geospatial data and the need to establish retention and disposition standards, guidelines and procedures for storage, management and access. GIS resources and capabilities must be addressed in identifying what data must be preserved, how readily available it is, and how it will be managed over time.~~

~~2.5.2 The GIS Steering Committee must establish criteria to determine which datasets, maps, projects, imagery and/or outputs must be archived; how frequently they must be archived; identify industry standards that must be followed regarding metadata; establish retention and disposition procedures; ensure ongoing training in archival requirements; and promote use of the County's geospatial resources.~~

~~2.5.3 The GIS archiving procedures should identify data accessioning information including data authenticity; establish file naming conventions; address security issues, hardware and software considerations. The procedures should include a retention schedule that identifies the datasets to be preserved, including retention periods and any restrictions of access. Data custody issues should address metadata documentation, media migration and data conversion, preservation copies, disaster planning, vital records identification and off site storage issues.~~

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~~4.3.0 Data Standards -- The technology used for acquisition of geographic data is rapidly evolving. As a result, it is very important to understand what methodology is used at the time data is created. Constant evaluation of the effects of differing methodologies on the consistency of data is required. Best practice is to document methods used when creating data.~~

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- Comment [MH13]:** Alternatively "Geographic data standards evolve rapidly. These standards should be reviewed on a xxxxxx basis.

~~4.3.1 Projection and Coordinate System -- When changing between projection and coordinate systems confirm shifting does not occur. Care needs to be taken in converting between projection and coordinate systems as some shifting may occur.~~

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All data created by Salt Lake County will use the following:

~~Desktop Applications:~~

Datum: NAD83

Projection: State Plane

Zone: Utah Central

Linear Unit: US Foot/Feet

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**Cached layers:**

Datum: D WGS 1984  
Projection: Mercator Auxillary Sphere  
Linear Unit: Meter

**Dynamic layers (same as Desktop Applications):**

Datum: NAD83  
Projection: State Plane  
Zone: Utah Central  
Linear Unit: US FeetFoot

~~Care needs to be taken in converting between projection and coordinate systems as some shifting may occur.~~

3.24.2 When creating maps or map products the data creator, publisher, and date of publication must be identified and acknowledged with the following statement:

*Map created by [ your Org] in conjunction with the offices of the Salt Lake County, Assessor, Clerk, Council, Mayor, Recorder, and Surveyor*

~~Care needs to be taken in converting between projection and coordinate systems as some shifting may occur.~~

43.2-3 Geographic Feature Requirements -- ~~All gGeographic features data, that are more than temporary, requires that have more than a transitory existence require properly named attributes that identify what describe the feature. is.~~ All geographic features must be created from and referenced to the most accurate source data. Intended use of the data must be included in the metadata.

43.32.1 ~~Points~~ **Points** should represent a single feature or location. ~~need to be accurate for the use intended. An explanation of the intended use of the point data will must be included in the metadata.~~

43.32.2 ~~Lines~~ **Lines** must not overlap except where there is a very specific need for the purposes of accurate data representation. ~~Where lines represent a network and there is an at intersections the lines must be snapped to a node. Lines must be created with the minimum number of vertices. Vertices should not be stacked.~~

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~~34.32.3 Polygons — Polygons must close. Polygons must not have unintended gaps, overlaps, or overshoots. Polygons, Where and when applicable, polygons must not have gaps and/or overlaps, if where the features represent contiguous areas, such as polygons or municipalities.~~

~~34.2.34.4~~ Attributes

~~43.2.34.4.1~~ Each geographic feature must have a unique ID and a name as a minimum. Other attributes will be added to meet the requirements of the feature set. All attribute data must be character or strings unless it is a date, Boolean, or a numeric field that is used for a calculation.

3.2.4.1.12 Attribute field names must meet ~~iror~~ established standards. Attribute field names must have descriptive names that ~~helps~~ may help interpret the purpose of the field. When possible, domains shall be used for attributes that have a definable set of values.

~~3.2.554.3.5~~ Metadata -- Metadata must be maintained for every dataset created by Salt Lake County. The minimum requirements are:

- Data creator: ~~office~~ or ~~department~~ agency
- Date of creation:
- Dates of modification:
- Description of dataset:
- Method of creation, including source and reference materials:
- Current projection and coordinate system

Additional metadata requirements may be added as needed. ~~Offices and departments~~ Agencies are may choose and are encouraged to maintain more than the minimum metadata. Note: currently IS-GIS is working on developing a metadata workflow based on the ISO 19139 standard. See: <http://desktop.arcgis.com/en/arcmap/10.5/manage-data/metadata/metadata-standards-and-styles.htm>

4.3.6 Web-based GIS Technologies and Services

34.6.1 Maps and layers to the assorted web-based (cloud) GIS technologies must meet the same data standards and sharing requirements as

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outlined in Sections 23.0 and 34.0. Currently the ~~These technologies are currently~~  
~~ArcGIS Online (AGOL) and Portal.~~

~~34.6.2 All AGOL and Portal items must have a Salt Lake County SLC's Standard~~  
~~thumbnail, description, and informative tags.~~

~~34.6.3 To avoid duplication, prior~~ Prior to the creation of any new dataset  
~~and/or new web services, confirm that it must be confirmed that the dataset~~  
~~and/or web service has not previously been created and that it cannot be~~  
utilized by views or queries from the original dataset.

45.0 Data Archiving Requirements

45.1 Salt Lake County recognizes the long-term value of geospatial data and the need to  
establish retention and disposition standards, guidelines and procedures for  
storage, management and access. —GIS resources and capabilities must be  
addressed in identifying what data must be preserved, how readily available it is,  
and how it will be managed over time.

45.2 The GIS Steering Committee may establish criteria to determine which datasets,  
maps, projects, imagery and/or outputs should be archived; how frequently they  
must be archived; identify industry standards that must be followed regarding  
metadata; establish retention and disposition procedures; ensure ongoing training  
in archival requirements; and promote use of the County's geospatial resources.

45.3 The GIS archiving procedures should identify data accessioning information  
including data authenticity; establish file naming conventions; address security  
issues, hardware and software considerations. The procedures should include a  
retention schedule that identifies the datasets to be preserved, including retention  
periods and any restrictions of access. Data custody issues should address  
metadata documentation, media migration and data conversion, preservation  
copies, disaster planning, vital records identification and off-site storage issues.

2.54.0 Data Archiving Requirements

2.54.1 Salt Lake County recognizes the long term long term value of geospatial data and the need  
to establish retention and disposition standards, guidelines and procedures for storage,  
management and access. GIS resources and capabilities must be addressed in identifying what  
data must be preserved, how readily available it is, and how it will be managed over time.

**Comment [DO16]:** Do you want to include this? It would mean amending the policy every time it changes.

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**Comment [DO17]:** County instead of SLC's?

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**Comment [DO18]:** Policy 2070 states that "It is the responsibility of County agencies to periodically review and evaluate their retention schedules and classifications. They are responsible to submit retention changes to Records Management & Archives for submission to GRAMPA for approval."

**Comment [DO19]:** ?

~~2.5.42 The GIS Steering Committee must establish criteria to determine which datasets, maps, projects, imagery and/or outputs must be archived; how frequently they must be archived; identify industry standards that must be followed regarding metadata; establish retention and disposition procedures; ensure ongoing training in archival requirements; and promote use of the County's geospatial resources.~~

~~2.5.43 The GIS archiving procedures should identify data accessioning information including data authenticity; establish file naming conventions; address security issues, hardware and software considerations. The procedures should include a retention schedule that identifies the datasets to be preserved, including retention periods and any restrictions of access. Data custody issues should address metadata documentation, media migration and data conversion, preservation copies, disaster planning, vital records identification and off-site storage issues.~~

4.5.0 — Coordination and Cooperation

~~4.5.1 Salt Lake County has chosen as its operational model a decentralized GIS. It is therefore incumbent upon all users and contributors to Salt Lake County's GIS to commit to a high level of cooperation and coordination.~~

~~5.1.1 To this end, all new users to GIS will participate in an orientation and training explaining the county policies on GIS.~~

~~5.1.2 All current GIS users will annually review the GIS Steering Committee policy.~~

~~5.1.2.1 It is appropriate that upon review, users may make recommendations to the GIS SWTG for policy updates.~~

Exceptions and Proposed Policy Changes

~~4.2—Exceptions and proposed changes to this policy must be presented to the GIS Steering Committee for consideration. The GIS Steering Committee will review all requests for exceptions and changes to this policy. If the GIS Steering Committee finds good cause for an exception or change to this policy, the GIS Steering Committee shall make a recommendation to the County Council to approve the exception or make a change to this policy. prior to going before the County Council.~~

~~APPROVED and ADOPTED this 27 day of April, 2010.~~

SALT LAKE COUNTY COUNCIL

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~~Joe Hatch~~ Richard Snelgrove, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

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District Attorney's Office      Date

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