

# Data Policies for the Spokane Valley-Rathdrum Prairie Project

8/27/04 (revised July 3, 2005)

## Purpose

The purpose of the below listed policies is to

- 1) assure that data are created, stored, maintained, and accessed in an orderly and consistent manner;
- 2) make available to all interested parties all project data in a central, easy-to-access library;
- 3) prevent the corruption or deletion of data sets.

## Definitions

### 1. Data Theme

The formal definition is this: a user-defined perspective on a coverage, geodatabase, shapefile, grid, tin or image with geographic data set specified, if applicable, by a coverage name and feature class or data set name, attributes of interest, a data classification scheme, and theme-specific symbology for drawing.

The informal definition is this: graphic and attribute data about a particular subject that is organized so that the subject can be displayed, analyzed, and output.

### 2. Data Librarian

The individual responsible for cataloging and maintaining the library of spatial data.

### 3. Data Steward

The individual who is responsible for the accuracy and maintenance of a theme. Normally, the steward is the originator of the data.

### 4. Metadata

Metadata are data about data. Metadata document the origin and creation of a theme or database. IDWR uses the metadata standard defined by the Federal Geographic Data Committee.

### 5. Theme

A data theme consists of the geospatial data (points, lines, polygons, or rasters), attributes, and associated metadata in the form of coverages or shapefiles.

## Data Policies

1. Data can be stored in more than one place, but there can be only one official copy of a theme, which is stored in the project library. The project library will be within the State of Idaho FTP site.
2. Each theme has a steward who is responsible for the maintenance and accuracy of the theme.
3. The project library will be maintained by a single librarian who will have sole authority to write to the library.
4. Data Stewards are normally direct users of the data for which they have responsibility.
5. Only the steward and the librarian have edit privileges to a theme.
6. A log file will be maintained for each theme. Each time a theme is edited, the log file will be updated to reflect the edit(s) made, the data, and the individual doing the editing. The log file will be incorporated into the metadata.
7. No data themes will be included in the GIS Library without metadata. Metadata should be created by the originator of the theme. Metadata should be in either .TXT or .XML format
8. Stewards deliver edited thematic data to the librarian for entering into the library. Delivery can be by means of the State of Idaho FTP site (Incoming), by CD, or by DVD.
9. All databases used will be ODBC-compliant.

The themes for the project will be in a Modified State Plane Projection with the following parameters.

```

Projection Lambert
Datum NAD83, NAVD88
Units feet
Standard Parallels
    47 30 00
    48 44 00
central meridian -120 50 00
origin          47 00 00
false easting   0

```

10. All project-generated data considered to be publicly-available under provisions of the Idaho Open Records Law will be made available through the State-of-Idaho FTP site.
12. If an agency regards any of its data sets to be sensitive and non-releasable, then the agency will post to the library only metadata rather than the data sets.
13. If an agency regards any of the attributes in a data set as sensitive and non-releasable, it is the agency's responsibility to remove those attributes before posting the data set to the library.