

Archiving Workgroup - Charter

Mission statement:

Define policies, best practices, and procedures for archiving geospatial data in Minnesota, so that a wealth of valuable geospatial data can be preserved and available for future use.

Objectives and Deliverables:

Objectives

- Engage with data stewards at various levels of government, academic institutions, private sector, and relevant stakeholders
- Create a priorities list of data sets to focus on for archiving purposes
 - Use analytics as part of decision making
 - Communicate with data consumers to get a sense of their priorities
 - GAC priorities list (ex: Aerial Photography, parcel data, street centerlines, address points, etc)
- Collaborate with MnGeo on a strategy for how they will archive their historical aerial imagery layers (possible pilot)
- Explore ways to streamline or eliminate license agreements
- Explore what an archiving agreement would look like
 - Agreement for archiving services
 - Agreement to retain data in the archive per data retention policies
- Create an archiving strategy that includes policies, best practices, and procedures to be reviewed by the geospatial community and approved by the GAC
 - Identify possible repositories for data
 - Estimate costs associated with the archiving data
 - Recommend funding strategy
- Educate the geospatial community about archiving (benefits, costs, what does it mean)

Deliverables

- Policies
- Best Practices
- Procedures
- Report
- Present at 2019 MN GIS/LIS Conference

Resource requirements and timing:

People time

Monthly web meeting

Deliverables in one year (July 2019)

Anticipated participants and their roles and responsibilities:

Group Membership:

David Bendickson - Minnesota National Guard

Art Botello - Minnesota Department of Transportation

Len Kne - University of Minnesota

Mark Kotz - Metropolitan Council

Mike Koutnik - Esri

Karen Majewicz - University of Minnesota Libraries (Vice Chair)

Andra Mathews - Minnesota Center for Environmental Advocacy

Ryan Mattke - University of Minnesota Libraries (Chair)

Colleen Paavola - City of St. Paul

Dan Ross - MnGeo

Ben Timerson - Minnesota Department of Transportation

Denise Tingstad - City of Maple Grove

Brandon Tourtelotte - Pro-West & Associates

Hal Watson - MN.IT Natural Resources

Stakeholders:

MnGeo

Government agencies at all levels

Researchers

All users of historic geospatial data

Higher Education

Non-profit organizations

Private sector

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Date approved by the Geospatial Advisory Council:

September 5, 2018 (v2, 2/7/2019)