

# Archiving Workgroup

Work Plan date: 2/7/2019

## Chair and vice chair:

Ryan Mattke - University of Minnesota Libraries (Chair)

Karen Majewicz - University of Minnesota Libraries (Vice Chair)

## Link to committee/workgroup charter:

[Archiving Workgroup Charter](#)

## Accomplishments from 2018

- Group formed
- Engaged with data stewards at various levels of government, academic institutions, and relevant stakeholders
  - Distributed a stakeholder survey to obtain feedback regarding the possible archiving of geospatial data and to provide a framework for compiling a more comprehensive questionnaire for data stewards and stakeholders to capture the relevant topics of interest toward data archiving methods, prioritization of archival dataset pilot projects, and related data archiving concerns such as retention policies, licenses and data use agreements, funding strategies, etc.
  - [Survey report](#)
- Creating a priorities list of data sets to focus on for archiving purposes
  - (Expected completion: February 2019)

## Work Plan for 2019

### Planned activities and deliverables:

- Create a priorities list of data sets to focus on for archiving purposes (**February 2019**)
  - 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 (**February 2019**)
- Draft outline of presentation for GIS/LIS (**March 2019**)
  - To be submitted in May 2019
- Explore ways to streamline or eliminate license agreements (**April 2019**)
- Explore what an archiving agreement would look like (**May 2019**)
  - 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 (**June 2019**)
  - Identify possible repositories for data
  - Estimate costs associated with the archiving data
  - Recommend funding strategy
- Report for GAC (**July 2019**)
- Educate the geospatial community about archiving – benefits, costs, what does it mean (send communications by **March 2019**)
  - Recruit testimonials from data consumers who benefit from historical data, they are often not the data creators
  - Present at 2019 GIS/LIS (**October 2019**)

### **Roles and responsibilities:**

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

Estimated time commitment for participants is two to five hours per month (one hour per month for group meeting, one hour per month for group meeting preparation, and up to three hours per month to accomplish the work of the group). Some participants will be needed to work on specific one-time tasks that may be more time consuming.

### [Subgroup list and membership](#)

### **Resources:**

N/A

**Committee/workgroup needs:**

None at this time

**Dependencies and interrelationships:**

None at this time

**Risks:**

Risks include a lack of interest or enthusiasm from data producers, technical requirements for possible pilot projects, and possible complications arising from data licenses.

Risk mitigation will include outreach and communication about the goals of the workgroup, planning and collaboration with regards to technology, and a review of the various licenses applied to the data by data producers.

**Additional Comments:**

None at this time

**Date approved by the Geospatial Advisory Council:** March 6, 2019