

## Idaho Technology Authority (ITA)

### ENTERPRISE GUIDELINES – G300 INFORMATION AND DATA

Category: G350 – Methodology for Recognizing a TIM Framework Dataset

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#### I. DEFINITIONS

See ITA Guideline [G105](#) (ITA Glossary of Terms) for definitions.

#### II. RATIONALE

This Guideline is intended to define and clarify a methodology for recognizing TIM Framework Datasets.

Defining and formally recognizing a TIM Framework Dataset will provide those looking for statewide GIS datasets a way to identify the best available data for each Framework Theme.

In addition, recognizing TIM Framework Datasets will:

- Provide a consistent basis for ongoing database development, quality improvements, statewide consistency, and support for flexible data access and sharing.
- Facilitate GIS coordination and cooperation are roles of the State GIS Coordinator as defined in ITA Guideline [G420 – Roles of GIS Participants](#).
- Support GIS through well-planned implementation strategies as stated in by ITA in ITA Policy [P1070 – Geographic Information Systems \(GIS\)](#).
- Promote cooperation among all stakeholder groups in addressing geographic data and information needs and services in Idaho is a Purpose of the Idaho Geospatial Council ([Idaho Geospatial Council Bylaws, Article II.2a](#))

- Facilitate cooperative and contract arrangements to develop and maintain high-priority geospatial databases, applications, and services, collectively referred to as the Idaho Spatial Data Infrastructure (ISDI) [The Idaho Map (TIM)] ([Idaho Geospatial Council Bylaws, Article II.2c](#))

The Idaho Geospatial Council Executive Committee shall designate Technical Working Groups (TWGs) as required to support the initiatives and needs of the Idaho Geospatial Council. ([Idaho Geospatial Council Bylaws, Article V.1](#))

The Vision of the Strategic Plan for the Development and Deployment of Idaho's Spatial Data Infrastructure (ISDI) is fully developed, maintained, and managed and supports the missions of Idaho organizations through easy access to high-quality geographic information and related services. ([Strategic Plan for the Development and Deployment of Idaho's Spatial Data Infrastructure](#), p. 15)

### III. GUIDELINE

The Chair of a TWG or any member of IGC can nominate a publication dataset to be recognized as a TIM Framework Dataset by submitting the approved nomination form to the Chair of the IGC-EC.

The Chair of the IGC-EC will then send the nomination to the appropriate Framework Data Theme TWG for review and recommendation. If that TWG is not currently active, the Chair of the IGC-EC will arrange a TWG meeting for that purpose. A notice will be sent via the Geotech Listserve that a dataset is being considered for recognition as a TIM Dataset. The agenda for the next IGC-EC will include a discussion to approve/decline the nomination.

Datasets will not be considered for recognition unless they are existing publication data. Draft datasets will not be considered.

The Characteristics of a Recognized Framework Dataset include:

- a) Published by a Trusted Source.
- b) Preferably at 1:24000 scale or more refined.
- c) Preferably with statewide coverage or a methodology for developing a statewide coverage.
- d) Documentation of authoritative source(s) and each source's legal authority.
- e) Publication Data must be in an approved and defined data exchange format. For approved standards, see <http://gis.idaho.gov/portal/coordination/standards.html>
- f) Preferably with a tie or input into a nationally published dataset.
- g) Complete metadata including all process steps and references to agreements that result in the Publication Data.
- h) Detailed maintenance /update schedule for keeping the publication data as current as possible. Minimum preferred updates – annually.

The TWG will review the nomination for recognition. Discussion and the final recommendation will be documented in the TWG meeting minutes.

The TWG Chair will then present to the IGC-EC its recommendation to approve/decline the nominated dataset as a TIM Framework Dataset.

If there are multiple different datasets nominated for the same geographic area, the TWG for each Framework Data Theme would arbitrate and decide which dataset shall be recognized.

If a different dataset is presented to the IGC-EC as a better Framework Dataset than a dataset currently recognized, the TWG for the appropriate Framework Data Theme would review the nomination and decide which dataset shall be recognized.

A TIM Framework Dataset may be a compilation of Authoritative Data from multiple Authoritative Sources, for example from different geographic regions that will be compiled into one Trusted Dataset.

For those framework datasets that are published on ArcGIS Online, IGC-EC recommends that the Authoritative Source is verified by ESRI and that the Authoritative Dataset is designated as “Authoritative” in ArcGIS Online. For a description of this process see <http://doc.arcgis.com/en/arcgis-online/reference/>

#### **IV. PROCEDURE REFERENCE**

Policies for the Methodology for Formally Recognizing a TIM Framework Dataset are detailed in ITA Policy [P1070 – Geographic Information Systems \(GIS\)](#).

#### **V. CONTACT INFORMATION**

For more information, contact the Geospatial Information Officer at (208) 605-4052.

#### **REVISION HISTORY**

05/16/2019: Updated Section III. Definitions.

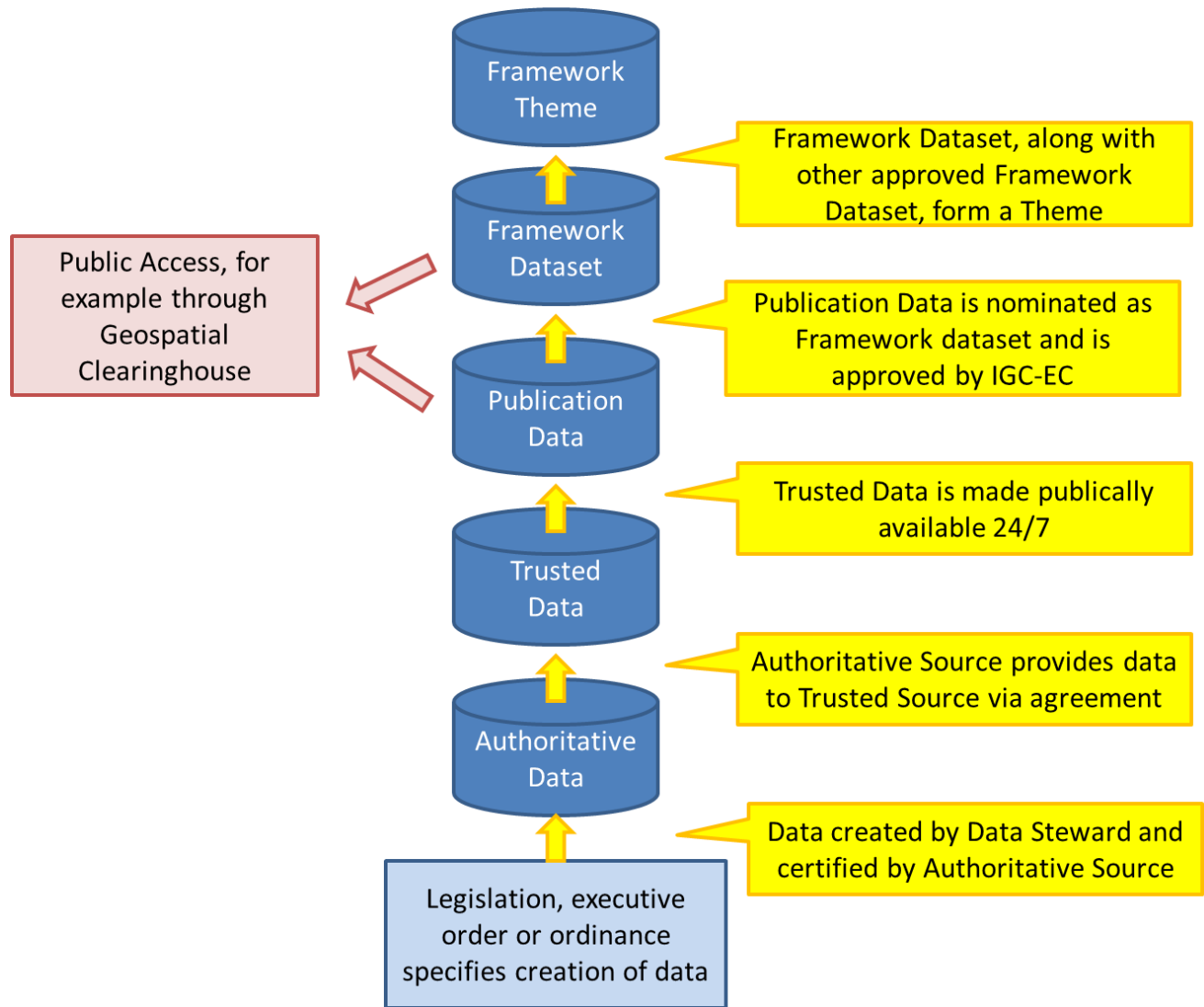
11/15/2018: Revised to update Section III. Guideline

09/28/2017: Revised to correct error in Section III. Guideline; Revised Appendix B

Effective Date: February 20, 2014

## VI. APPENDIX

### Appendix A – Workflow for establishing TIM Framework Datasets



This diagram represents the basic workflow for recognizing a Framework Dataset as all or part of a TIM Framework Data Theme.

## Appendix B – Example Nomination Form

Data Nominated By:

Framework Data Theme:

Framework Dataset:

Proposed Framework Dataset Name:

Link to Publication Dataset of Proposed Framework Dataset:

Links to Metadata of Proposed Framework Dataset:

- Human-readable version
- Machine-readable version

Authoritative Source(s) Description (Include name of organization, contact information, and legal authority description)

Link to Data Exchange Standard:

<http://gis.idaho.gov/portal/pdf/Standards/Themes/XXXXXXXXX.pdf>

Trusted Source Description (Include name of organization & contact information)

Please attach copies of the agreements between Authoritative Source(s) and Trusted Source.

Minimum Scale of Dataset:

Please describe the proposed maintenance schedule for the dataset:

If this dataset is not a statewide coverage, please describe the methodology for developing or incorporating other data to make a statewide coverage.

Other information for the IGC-EC to consider: