

2008 Kentucky Local Government GeoArchives Survey

Frequency of Capture of Geospatial Data by Local Government

The Commonwealth of Kentucky is seeking feedback and advice about your experiences with creating snapshots of geospatial data for your archives: versions of vector/raster data and associated attributes for your local government's permanent records collections. We know there is great value in having an archival plan for geospatial data as it can support the temporal analysis of certain datasets over a short or long period of time.

Please take 10 - 15 minutes to answer our questions about your data archival practices for geospatial data. This study is part of a research project aiming to address digital preservation through a partnership with the Library of Congress as part of the National Digital Information Infrastructure and Preservation Program (NDIIPP) initiative. The Kentucky Department for Library and Archives along with the Kentucky Division of Geographic Information are partners in this initiative and are spearheading this effort on behalf the Commonwealth.

Thank you for your help!

PLEASE NOTE: This survey is not intended to address or include information about routine backups that overwrite data for purposes such as disaster recovery. We are interested in finding out about data being retained for historical or archival purposes. Additionally, it is important to note that the results of this survey will not be shared except within the context of the NDIIPP initiative. This survey instrument is simply a tool that will allow us to gauge the level of geospatial archiving that is occurring within Kentucky. Similar survey's are being conducted in Utah and North Carolina as they are partners on this initiative as well.

BACKUPS periodically (nightly/ weekly) capture active datasets and are intended to provide a means to restore changing records that have been deleted or destroyed. The purpose of a "backup" is to manage short-term risk and address disaster recovery. Typically these snapshots are only retained for a few days or weeks before being overwritten by newer snapshots.

ARCHIVING data on the other hand involves the long-term collection and maintenance of data snapshots retained permanently that can be utilized to help manage long-term risk (i.e. regulatory/legal requirements) while allowing ongoing access to authentic historical data for the purposes of analysis or cultural preservation.

Contact Info

* 1. Please fill out your contact info to help us keep track of respondents

Name:	<input type="text"/>
Organization:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/ Town:	<input type="text"/>
State:	<input type="text"/> ▼
ZIP/ Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

Cadastral Data Questions

If you are a Property Valuation Administrator, answer questions 2-5. Otherwise proceed to question 6.

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- * **2. How often do you make snapshots of PARCEL geometry for long term retention/ archival purposes? (choose frequency closest to your practice)**

☐ Annually

☐ Monthly

☐ Every 6 Months

☐ Weekly or Daily

☐ Quarterly

☐ Not Saved

Cadastral Continued

- * **3. In what formats do you save PARCEL geometry snapshots when archiving them? (check all that apply)**

☐ Shapefile

☐ Arc Interchange (e00)

☐ Other

☐ Geodatabase

☐ ASCII (i.e .txt)

☐ Not Sure

☐ Arc Coverage

☐ XML

- * **4. Is the archived PARCEL geometry stored in the same data format used for maintenance and analysis?**

☐ Yes

☐ No

☐ Not Sure

- * **5. Are PARCEL attributes (such as tax record information) saved with the PARCEL geometry data?**

☐ Yes, as attached attributes

☐ No

☐ Yes, in a separate table

☐ Not Sure

Street Centerline Questions

- * **6. How often do you make snapshots of STREET CENTERLINE geometry for long term retention/ archival purposes? (choose frequency closest to your practice)**

☐ Annually

☐ Monthly

☐ Every 6 Months

☐ Weekly or Daily

☐ Quarterly

☐ Not Saved

Street Centerline Continued

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* **7. In what formats do you save STREET CENTERLINE geometry snapshots when archiving them? (check all that apply)**

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Shapefile | <input type="checkbox"/> Arc Interchange (e00) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Geodatabase | <input type="checkbox"/> ASCII (i.e .txt) | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Arc Coverage | <input type="checkbox"/> XML | |

* **8. Is the archived STREET CENTERLINE geometry stored in the same data format used for maintenance and analysis?**

- ☐ Yes
- ☐ No
- ☐ Not Sure

* **9. Are STREET attributes (i.e. street name) saved with the STREET CENTERLINE geometry?**

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Yes, as attached attributes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes, in a separate table | <input type="checkbox"/> Not Sure |

Jurisdictional Boundary Data Questions

* **10. For which of the following JURISDICTIONAL BOUNDARY datasets do you create snapshots for long term retention/ archival purposes? (check all that apply)**

- | | |
|---|---|
| <input type="checkbox"/> County Boundaries | <input type="checkbox"/> Extraterritorial Jurisdictions |
| <input type="checkbox"/> Municipal Boundaries | <input type="checkbox"/> None |

Jurisdictional Boundaries Continued

* **11. How often do you make snapshots of JURISDICTIONAL BOUNDARY geometry for archival purposes? (choose frequency closest to your practice)**

- | | |
|--|--|
| <input type="checkbox"/> Any time an official boundary change occurs | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Annually | <input type="checkbox"/> Weekly or Daily |
| <input type="checkbox"/> Every 6 Months | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Quarterly | |

* **12. In what formats do you save JURISDICTIONAL BOUNDARY geometry snapshots when archiving them? (check all that apply)**

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Shapefile | <input type="checkbox"/> Arc Interchange (e00) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Geodatabase | <input type="checkbox"/> ASCII (i.e .txt) | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Arc Coverage | <input type="checkbox"/> XML | |

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- * **13. Is the archived JURISDICTIONAL BOUNDARY geometry stored in the same data format used for maintenance and analysis?**

☐ Yes
☐ No
☐ Not Sure

Zoning Data Questions

If you have planning and zoning geospatial files in your city/county answer questions 15-17. If not, then proceed to question 18.

- * **14. How often do you make snapshots of ZONING geometry for long term retention/archival purposes? (choose frequency closest to your practice)**

☐ Annually
☐ Every 6 Months
☐ Quarterly
☐ Monthly
☐ Weekly or Daily
☐ Any time a zoning change occurs
☐ Not Saved

Zoning Continued

- * **15. In what formats do you save ZONING geometry snapshots when archiving them? (check all that apply)**

☐ Shapefile
☐ Geodatabase
☐ Arc Coverage
☐ Arc Interchange (e00)
☐ ASCII (i.e .txt)
☐ XML
☐ Other
☐ Not Sure

- * **16. Is the archived ZONING geometry stored in the same data format used for maintenance and analysis?**

☐ Yes
☐ No
☐ Not Sure

- * **17. Are ZONING attributes saved with ZONING geometry?**

☐ Yes, as attached attributes
☐ Yes, in a separate table
☐ No
☐ Not Sure

Other Vector Layers/ Archive Timeframe

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* 18. How often do you capture these additional VECTOR layers for your archives or long term retention? (check Not Applicable if you don't archive this layer)

	Monthly	Quarterly	Annually	Not Applicable
Address Points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Airports & Airfields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Election/Voting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevation (Spot points, Contours)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency/911 (police/ fire stations/precincts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geodetic Control Points/ Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hydrography/ Watershed boundaries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Railroad Lines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools (districts, locations, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilities (water/ sewer lines, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Vector Layers?(please specify)

* 19. How far back do your archive of vector data snapshots go?

☐ More than 5 years

☐ 1-2 years

☐ 3-5 years

☐ Less than 1 year

Historic Maps/ Raster

* 20. Have you created digital versions of any of the following?

☐ Historic hardcopy maps, scanned only

☐ Aerial photos, scanned and georeferenced

☐ Historic hardcopy maps, scanned and georeferenced

☐ None

☐ Aerial photos, scanned only

If YES, please list any historic maps that have been digitized/ vectorized for analytical purposes.

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* 21. Which RASTER datasets do you archive? (check all that apply)

☐ Digital Orthophotos

☐ Satellite imagery

☐ Elevation (i.e. DEM)

☐ We don't archive raster data

☐ Land Cover

Other Raster layers? (please specify)

Orthos

* 22. How are historic/ superseded digital ORTHOPHOTOS being stored? (check all that apply)

☐ Tape

☐ Server or Online Storage

☐ CD

☐ Other

☐ DVD

☐ Not Stored

☐ External Hard Drive

* 23. Do you create and retain periodic snapshots of any VECTOR datasets/ layers for long term retention/ archival purposes?

☐ Yes

☐ No

* 24. For what time period does your locality retain historic/ superseded DIGITAL ORTHOPHOTOS?

☐ 10+ years

☐ We just retain the last previous (superseded) copy and current orthos

☐ 5-9 Years

☐ We don't retain historic Orthophotos

☐ 2-4 Years

Metadata/ Data Storage

The next two pages include questions about metadata, storage and business drivers/processes related to archiving. If you are not archiving ANY geospatial data (vector or raster) simply select N/A for the following questions

* 25. What METADATA types are saved with the snapshot data?

☐ FGDC format

☐ None

☐ Locally defined metadata

☐ Not Sure/ N/A

☐ KY GEONET

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- * **26. Are updates made to the metadata record once the dataset is formally archived (to reflect the data's new status as "archived" and/ or describe any processing that may have taken place)? (choose one)**

☐ YES

☐ NO

☐ N/A (Not Sure)

- * **27. In what STORAGE environment are the archived (non-Ortho) snapshot data saved? (check all that apply)**

☐ Tape ☐ External Hard Drive ☐ N/A

☐ CD ☐ Server or Online Storage

☐ DVD ☐ Other

- * **28. Is data COMPRESSED prior to saving for archives?**

☐ YES

☐ NO

☐ N/A (Not Sure)

If YES, what tool/technique used (i.e, WinZip, RAR, etc)

- * **29. Where physically, are the archive data stored?**

☐ Onsite ☐ Both Onsite and Offsite

☐ Offsite ☐ N/A (Not Sure)

Current Practices -- Use and Access

- * **30. What local business RULES and/ or USES drive the long-term retention of geospatial data in your jurisdiction? (check all that apply)**

☐ Information technology policy ☐ Tax administration rules ☐ Historic mapping

☐ Records retention/archival policy ☐ Legal or statutory purposes ☐ Cultural preservation

☐ Other ☐ Change analysis (land use/land cover, population, etc) ☐ N/A

Other (please specify)

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* 31. How would you best describe ACCESS to your data once it has been archived?

- ☐ Online/open public access
- ☐ Online/restricted access
- ☐ Offline/By request only
- ☐ Media not easily accessible (vault)
- ☐ N/A (Not Sure)

If multiple, please explain (i.e Orthos: online/public, Parcel: by request)

The Last Page

Thank you for completing this survey!

A formal summary of results will be available later this Fall. When you hit "DONE" you will see results to date in a separate window. As always, your help is much appreciated. For more information on how Kentucky is working with other states on issues concerning digital geospatial information preservation, see [GeoMAPP project site](http://www.geomapp.net) (<http://www.geomapp.net>)

32. How are archived data being used in your county/ municipality?

33. Please share any lessons learned/ best practice recommendations or thoughts/ experiences you may have pertaining to the process of retaining superseded geospatial data:

34. Would you like to participate in FORUMS concerning preservation of local geospatial data?

☐ Yes

☐ Not sure

☐ No