TITLE:	Geographic Information System (GIS) Database Administration	PROCEDURE #: 702-A
DEPT: Information Technology		DIVISION:
EFFECTIVE DATE: 10/08	REVIEWED:	REVISED:

OBJECTIVE: To establish a procedure that dictates how geographic information system (GIS) data is distributed.

REFERENCE: Policy # 702

POLICY STATEMENT: Marion County has the technology and resources to combine database components created and maintained by various departments into an integrated GIS database. The county will develop and maintain an integrated GIS database to improve its own operations, improve its ability to share information with other public entities, and to provide the public with better access to public records.

APPLICABILITY: All Marion County departments and employees.

PROCEDURES:

1. Making GIS Data Available:

    1.1 New or modified non-confidential GIS data will be posted to a county Internet website every 2 weeks. Metadata, instructions for use and a directory of available data will be placed on the main page of the website for ease of use.

    1.2 A disclaimer page will be placed on the opening page of the site. Users must accept the disclaimer to access county GIS data.

2. Special Requests:

    2.1 Any cost incurred by the county to provide other access to this data or assistance using this data will be at the expense of the entity requesting access. Cost will be determined by a time estimate and charged out via an applicable employed burdened rate. An email address will be available on the main page of the site where users may submit special requests.

    2.2 Requests for confidential data will be approved or denied by the Board of Commissioners as an action item at a board session.