



## ADMINISTRATIVE POLICIES

<b>SECTION:</b>	<b>Information Technology</b>	<b>POLICY #:</b>	<b>702</b>
<b>TITLE:</b>	<b>Geographic Information System (GIS) Database Administration</b>	<b>PROCEDURE #:</b>	<b>702-A</b>
		<b>ORDER #:</b>	<b>08-148</b>
<b>DEPT:</b>	<b>Information Technology</b>	<b>DIVISION:</b>	
<b>ADOPTED:</b>	<b>8/02</b>	<b>REVIEWED:</b>	<b>10/08</b>
		<b>REVISED:</b>	<b>10/08</b>

**PURPOSE:** To establish a policy that dictates how geographic information system (GIS) data is distributed.

**AUTHORITY:** The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body's formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

**APPLICABILITY:** All Marion County departments and employees.

**GENERAL POLICY:** 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.

**POLICY GUIDELINES:**

1. Responsibilities:

- 1.1 The information technology (IT) director is responsible for coordination and development of the GIS database.

**SUBJECT: GEOGRAPHIC INFORMATION SYSTEM (GIS) DATABASE ADMINISTRATION**

1.2 The Marion County Board of Commissioners must approve GIS database policies. The IT director will present recommendations on policies and changes to policy to the board of commissioners.

2. Exceptions:

GIS data deemed confidential by identity theft (SB583) or HIPPA laws will not be distributed to the general public without approval granted by the Marion County Board of Commissioners.

3. Implementation:

3.1 Access to county GIS data will be open to the public at large via an Internet website with the exception of data deemed confidential as described in section 2. There will be no charge for access to this site. 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.

3.2 The county will prepare and place a disclaimer on the Internet website described in 3.1 that users must accept before access to Marion County GIS data is granted.

4. Periodic Review:

The IT director shall review this administrative policy and the statements prepared in support of this policy at least every two (2) years, and make recommendations on revisions to the Marion County Board of Commissioners.