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# Data Request Policies and Procedures (January 1, 2012 - December 31, 2012)

**GIS Data Request – Overview**

Monongalia County, WV and the Morgantown Monongalia MPO (MPO) maintain geographic information systems (GIS) data in a central GIS database for the internal business use of the County and MPO departments. This document, *MPO GIS Data Request Policies and Procedures,* provides guidelines on the use, restrictions, limitations, and associated disclaimers. This is a companion document to *MPO GIS Data Terms of Use*. It is the end user's responsibility to know and adhere to the guidelines presented in both of these documents. This document is valid January 1, 2012 through December 31, 2012, but may be subject to change without notice. It is the user's responsibility to contact the County to obtain the most current version. For a list of terms and the definitions used in this document consult Appendix A: Definitions. Monongalia County's GIS Department is the appointed steward of the County's and MPO's GIS database. GIS staff maintains the database and associated systems for the internal use of County and MPO staff and for distribution of designated layers to the public.

The inter-office GIS database consists of many separate "map layers", including streets, hydrology, etc. and orthophotography (i.e. aerial photography that is geometrically corrected to the terrain). Additionally, the data is typically updated on a quarterly basis (January, April, July and October). Additional layers will be released to the public as they are created and as County departments approve their distribution. GIS Central will also honor requests for GIS data stored on media (e.g. DVDs), copied on external drives, or in a paper format (paper map). All requests are handled on a first-come, first-serve basis. At this time, no fee is charged to cover staff time and materials. Make requests for data directly to the **GIS County Office at (304) 413-0291** or via **E-mail at mike@moncpc.org.** Please include your contact information, including name, agency, telephone number, and E-mail address.

**Terms and Conditions of Data Use**

The County and the MPO provide the information "as-is", and shall incur no responsibility or liability as to the completeness or accuracy of this information. The County, MPO, and other agencies, from which the data were sourced, assume no responsibility arising from use of this information by individuals, businesses, or other Agencies. **THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITH NO WARRANTY OF ANY KIND**, expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Do not make any business decisions based on these data before validating your decision with the appropriate County, MPO, or other government office. (*Please see full document on MPO GIS Data Terms and Conditions of Use*).

**A Note on Data Accuracy**

The GIS data are ideally suited for small scale mapping purposes (i.e. 1:24,000 scale or smaller), and should NOT be represented, in hard copy or digital form, as ground-surveyed data. While the data may be displayed at any scale using GIS software, the data accuracy and precision will vary depending on the source scale and projection. Consult the appropriate metadata documentation for further information.

*Use of these data for any reason other than for informational purposes is NOT recommended, and the liabilities of such usage are the sole responsibility of the entity using or redistributing the data.*

**VECTOR DATA – *GIS Layers***

The vector data currently available on the **GIS Inter-Office Server** include parcels (circa 1999), streets, city boundaries, and orthophotography index layers. We also maintain vector data in ESRI SDE format and distribute the data in ESRI Shapefile format, which is supported by industry standard GIS software such as ESRI ArcGIS. Many of the GIS layers are stored in West Virginia State Plane NAD 83 survey feet (real-world coordinates), and may be used in conjunction with image data or with vector data from other Agencies. Additional information is contained in the metadata for each layer (stored in XML format). Requests for data not contained in the GIS Inter-Office Server will be referred to the appropriate County Department or Agency.

**IMAGE DATA – *Orthophotography***

Orthophotography consists of overlapping aerial photos that have been "mosaicked" and terrain-corrected using standard photogrammetric principles. The 6 inch County orthophotography were flown in March 2010, are stored in West Virginia Stateplane NAD 83 survey feet (real-world coordinates), and may be used in conjunction with vector data discussed above. The resolution, or the detail of features that can be seen on the ground are all 6 inch - 100ft countywide.

**Compressed Mr. SID Imagery (by External Drive Only)**

The Mr. SID-compressed data are "mosaicked" together into 3 separate delivery areas for Monongalia County, WV. We also have a complete compressed 150:1 compressed mosaic of the entire county. The Mr. SID-compressed orthophotography data are available if you drop off an external drive for us to copy onto. Mr. SID format is fully supported by ESRI ArcGIS software.

*Note:* Printed copies of the aerial photography are also available for small portions (grids) of the County through our office.  Please contact us with the desired location, a map will then be created and delivered to you via email in an 11x17 pdf document.

# Appendix A: Document Definitions

For the purpose of clarity in this policy statement, or in subsequent data distribution policy documents, the following terms are defined:

**Agency:** A synonym for "public agency," "government agency," "regional government," or "local government."

**Monongalia County, WV:** presided over by an elected Board of County Commissioners, supported by the County Administrator, various department heads, managers, supervisors, and staff.

**Morgantown Monongalia MPO:** Regional metropolitan planning organization, presided over by the Policy Board consisting of officials from many of the area's localities Monongalia County and including the MPO's Executive Director, (304) 291-9571

**Data Owner**: The entity that holds the valid copyright (if any) for the subject data. Unless otherwise specified for particular layers, the County owns the Enterprise GIS.

**Data Partner:** Agency that has agreed to provide data for use in the Enterprise GIS.

**End User:** A member of an Agency, private company, not-for-profit organization, educational institution, or private citizen who uses the data in the Enterprise GIS.

**Enterprise GIS:** GIS data and Metadata maintained and stored in a central database for use by all County departments.

**GIS:** Geographic Information System; the collection of computers, software, databases, and data that enables spatial data (e.g. maps) to be received, manipulated, displayed, and distributed.

**GIS Central:** County Inter-Office GIS server.

**GIS Layer:** A thematic grouping of GIS data, such as roads, parcels, or building outlines.

**GIS TAC:** GIS Technical Advisory Committee. A group of County department representatives that meet regularly and who are Data Partners and stakeholders in the Enterprise GIS. The GIS TAC, with the assistance of GIS Central managers and staff, discuses and recommends policies and priorities for the Enterprise GIS.

**Map Projection:** Mathematical method for preserving the shape or size of features on the Earth's three-dimensional surface (e.g. continents on the globe) when those features are displayed on a two-dimensional surface (e.g. paper map). Choice of map projection is often tied to the coordinate system and datum that an agency has chosen as a standard. Monongalia County, WV uses the NAD 1983 Universal Transverse Mercator (UTM).

**Metadata:** Information that describes GIS data, such as the contact person in the Data Owner's Agency, the contents of the GIS database, the data accuracy, map projection, currency (date of capture), and format of the data.

**Mosaicked:** Photogrammetric method in which separate photographic images have been "stitched together" to provide a single, seamless image.

**(Mr.) SID**: Compressed proprietary image format developed by LizardTech, Inc., that allows for high compression ratio and fast access of large amounts of image data at any scale.

**NMAS:** National Map Accuracy Standards. U.S. federal government standard that requires for scales larger than 1:20,000, no more than 10 percent of the points tested should be in error by more than 1/30 inch measured on the publication scale.

**Photogrammetric:** Mathematical and survey methods for producing aerial photographs and topographic maps.

**Real world coordinates:** Geographic coordinates (latitude and longitude), often expressed in Cartesian (x, y) coordinates as defined by the data's map projection and coordinate system.

**Steward:** The public agency responsible for the distribution of information used or collected by a public agency or government that is deemed to be public record. The data Steward may also be responsible for the collection, maintenance or update of an Agency's data. GIS Central stewards the Enterprise GIS, and maintains certain layers not already maintained by the appropriate Agency, but does not "own" the data. Individual departments within the County steward layers as recommended by the GIS TAC and approved by the department heads, and share these data with the Enterprise GIS.

**State Plane Coordinate System (SPCS):** SPCS is a coordinate system that divides the 50 states of the United States, Puerto Rico, and the U.S. Virgin Islands into more than 120 numbered sections, referred to as zones. Each zone has an assigned code number that defines the projection parameters for the region.

**Public:** An "End User" that does not work for an Agency.

**Survey (record of):** A recorded document prepared by a licensed surveyor that contains a legal description of a property's (or subdivision) boundary. It consists of a written deed containing the basis of bearing, monuments used, and the distance and bearing of property boundaries as measured by the surveyor. The record of survey may include a descriptive map. Unless otherwise indicated in the metadata, GIS data produced by the County are NOT produced to a survey level of accuracy, and the user is advised to contact a surveyor if this accuracy is required.

**User:** A synonym for "End User".

**UTM:** Acronym for universal transverse Mercator. UTM is a projected coordinate system that divides the world into 60 north and south zones, 6 degrees wide.

**XML (XML):** Acronym for Extensible Markup Language. XML is a simple, very flexible text format derived from SGML. Originally designed to meet the challenges of large-scale electronic publishing, XML is also playing an increasingly important role in the exchange of a wide variety of data on the Web and elsewhere. ESRI ArcGIS publishes metadata in XML format.