

LOUISIANA GEOGRAPHIC INFORMATION SYSTEMS COUNCIL

c/o Louisiana Geographic Information Center ♦ E302 Howe-Russell ♦ LSU ♦ Baton Rouge, Louisiana 70803

Procedure for Formal Recognition of Digital Geospatial Data

1. Purpose

This document describes a procedure to facilitate the submission, selection, and recognition of public domain digital geospatial data sets reviewed by the Louisiana Geographic Information Systems Council (LGISC) for use by public agencies.

2. Identification of Geospatial Data Sets

The Digital Data Committee (DDC) shall identify those digital geospatial data sets, which are considered part of the Federal Geographic Data Committee (FGDC) Framework Data Layers¹ and which may become digital geospatial data layers of the Louisiana Framework Data Set. Additionally, the DDC shall evaluate other digital geospatial data sets that are submitted to the LGISC for selection and recommendation even if not a “Framework” layer.

3. Minimum Requirements

A submitted digital geospatial data set must be accompanied by FGDC Content Standard for Digital Geospatial Metadata (CSDGM) with LGISC additional metadata requirements, be in the public domain (Louisiana), follow FGDC Framework Data Layer standards whenever applicable, be updated as specified in the metadata by the custodial agency, and be available for distribution by the custodial agency or its designee via state government department websites.

A geospatial data set must have a topologically consistent spatial structure and a properly attributed database.

4. Review Committee Composition

Within two weeks of notification by the LGISC Chairperson the chair of the DDC shall form a data set review committee for every digital geospatial data set under review. A notice shall be posted on the LGISC and LAGIC web sites of the pending consideration of a digital geospatial data set. The DDC review committee shall be comprised of the DDC chair, the sponsor and/or person most familiar with the digital geospatial data set, a LAGIC Metadata expert, and two (2) members of the DDC standing committee having knowledge of the type digital geospatial data being reviewed. The committee may choose to invite outside expertise to assist the committee in evaluating the digital geospatial data set under review.

¹ Federal Geographic Data Committee Framework Initiative <<http://www.fgdc.gov/framework/framework.html>>: a collaborative effort in which commonly needed data themes are developed, maintained, and integrated by public and private organizations within a geographic area.

5. Evaluation

The review committee shall review the FGDC CSDGM and LGISC metadata record accompanied with the submitted digital geospatial data set to determine if it meets the FGDC and LGISC standards for completeness. The submitting agency should refer to the CSDGM2 and additional LGISC requirements and guidelines.

The LAGIC committee member will recommend modifications and improvements to the metadata if necessary

The DDC shall review the digital geospatial dataset for topological consistency and correctness and proper database attribution.

6. Selection

Within two (2) LGISC meetings after receiving a submitted digital geospatial data set, the DDC shall submit a status report to the Council and make recommendations for proceeding on each for reviewed digital geospatial data set.

7. Recognition

The LGISC shall vote on any recommendation for recognition of a dataset made by the DDC and if affirmed by a majority vote shall post on the LAGIC and the LGISC websites a link to the RECOGNIZED digital geospatial data set. The digital geospatial data set shall be recognized by Council resolution: "The LGISC recognizes (the particular data set) as the approved digital geospatial data set of this type available in the public domain for use by Louisiana State agencies. (Add disclaimer from CDROM)"

Should the Council not recognize a digital geospatial data set the sponsor may elect to modify and re-submit it.

8. Review of Recognized Data Sets

The DDC shall review the RECOGNIZED digital geospatial data sets annually as to their adherence to updates as stated in the metadata record and as to the timeliness of the digital geospatial data set. If the DDC finds problem(s) with a previously Recognized digital geospatial data set, the Council shall hear discussion regarding the problem(s), and vote to continue or to cancel Recognition of the digital geospatial data set. The DDC can bring up any Recognized digital geospatial data set for discussion and Council re-approval or cancellation any time during the year. The DDC shall submit an annual report to the Chair of its findings two meetings after the election of a new Chair.

2 Content Standard for Digital Geospatial Metadata (CSDGM) <<http://www.fgdc.gov/metadata/metadata.html>>: Developed by the Federal Geographic Data Committee (FGDC), the CSDGM provides a common set of terminology and definitions for the documentation of digital geospatial data. The standard establishes the names of data elements and compound elements (groups of data elements) to be used for these purposes, the definitions of these compound elements and data elements, and information about the values that are to be provided for the data elements.