

BAY-LAKE REGIONAL PLANNING COMMISSION GIS DATA SHARING POLICY

1. Requests for data should be in writing from the unit of government that the geographic data covers. The Commission will review all requests for data at the monthly Executive Committee or Intergovernmental Affairs Committee meetings prior to the data being distributed.
2. A \$50 fee will be charged for each data request from a non-government agency or individual that does not exceed one (1) hour of staff time. Requests requiring more than one (1) hour of staff time will be charged on a time and materials basis. This covers the cost of transferring the files to disk, the costs of the disks, and any costs associated with pulling the files from an archive. The files will be transferred “as is” - no translation of coordinate systems, file format manipulation or pulling subsets of files will be done.
3. Files are available in the following formats:
 - a) ARC/INFO coverage or export file
 - b) ArcView shapefile,
 - c) AutoCAD DWG file, or DXF file.
4. Any manipulation of the files prior to transferring (project to a different coordinate system, edgematching, etc.) requires a separate charge based on GIS staff’s hourly rate.
5. Requests for data must be in a written form which details the primary use of the data.
6. Hard copy output (maps, graphs, tables, etc.) will be charged at the rate the Commission is charged for output from the plotting service (current charge is \$5.00/ft² for plots).
7. There will be no charge for data requests from consultants representing a member unit of government as long as the request is accompanied by a request from the unit of government and does not require more than four (4) hours of staff time.
8. Data will be distributed with metadata detailing all the information the Commission has on the source and date of creation or acquisition including dates and scales of original information and any modifications that the Commission has made.
9. Data will be distributed with a letter of transmittal indicating that the Commission is not liable for the user’s misuse or modifications.
10. Data will be distributed with a letter of request that any updates to the data set be made available to the Commission and identifying the Bay-Lake Regional Planning Commission as the primary source.
11. Data will be distributed via CD, DVD, Email or FTP if provided.
12. Digital wetlands files (or any other data sets which have a regulatory function), data that the Commission is using under license; data that does not belong to the Commission and files in work (such as unapproved zoning maps) will not be distributed by the Commission.
13. These policies will be reviewed yearly.