

GUIDING PRINCIPLES FOR DEVELOPING BEST PRACTICES FOR
ARCHIVAL AND LONG-TERM ACCESS
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Recommended practices should not place an undue additional workload on state and local GIS professionals. Retention strategies should be easy to accomplish as part of the agency's normal workflow.

An organized and structured approach for life cycle creation, management and sharing of geospatial content brings order and efficiencies to the retention and archival process.

Technical approaches recommended should be designed to minimize the risk of loss of data over time.

Archiving practices should be consistent with all other GICC-approved standards and recommendations. (Data Sharing Recommendations, Security Guidelines, etc.)

Recommendations should be consistent with electronic records guidelines, policies and requirements published by the NC Archives – Archives and Records Section.

Existing retention policies and schedules of local and state agencies should be considered in the development of recommendations.

Existing infrastructure should be employed as much as possible (example - NC One Map Inventory).

Recommendations should address geospatial data that are currently not digital (example– scanned imagery of old aerials and orthophotography).

Recommendations should address the following issues:

- What? What content should be preserved? (Keep framework layers in mind)
- When? How often should we create data archives?
- Where? Where are the archived data stored and how will they be accessible?
- How? What data formats, compression formats, and media? Should joined attribute data be included?
- Who? Who should be responsible for creation and long-term storage of archived data?