

Preserving Our Geospatial Representations of North Carolina

Geographic Information Coordinating Council
February 11, 2016



State Archives of North Carolina
NATURAL AND CULTURAL RESOURCES

Our Mission:

The Division of Archives and Records collects, preserves, and makes available for public use historical and evidential materials relating to North Carolina.



What we do:

- Collect, preserve, and make available
- Manage public records, private materials, and donated records
- Create guidelines and rules
- Provide reference services



State Archives of North Carolina
NATURAL AND CULTURAL RESOURCES

FOR THE PUBLIC

FOR GOVERNMENT

FOR EDUCATORS

About

Visit Us

Contact

Social Media

Laws and Guidelines

Get Involved

Search the Catalog

DIGITAL COLLECTIONS

ACCESS TO OUR COLLECTIONS ANYTIME, ANYWHERE

The North Carolina Digital Collections makes materials from the State Archives of North Carolina and the State Library of North Carolina available whenever and wherever you need them.

*RIGHT: World War II Poster, United We Win, depicts two men bolting together the body of a military vehicle. War Manpower Commission, Washington D.C.
MilColl.WWII.Posters.3.17*

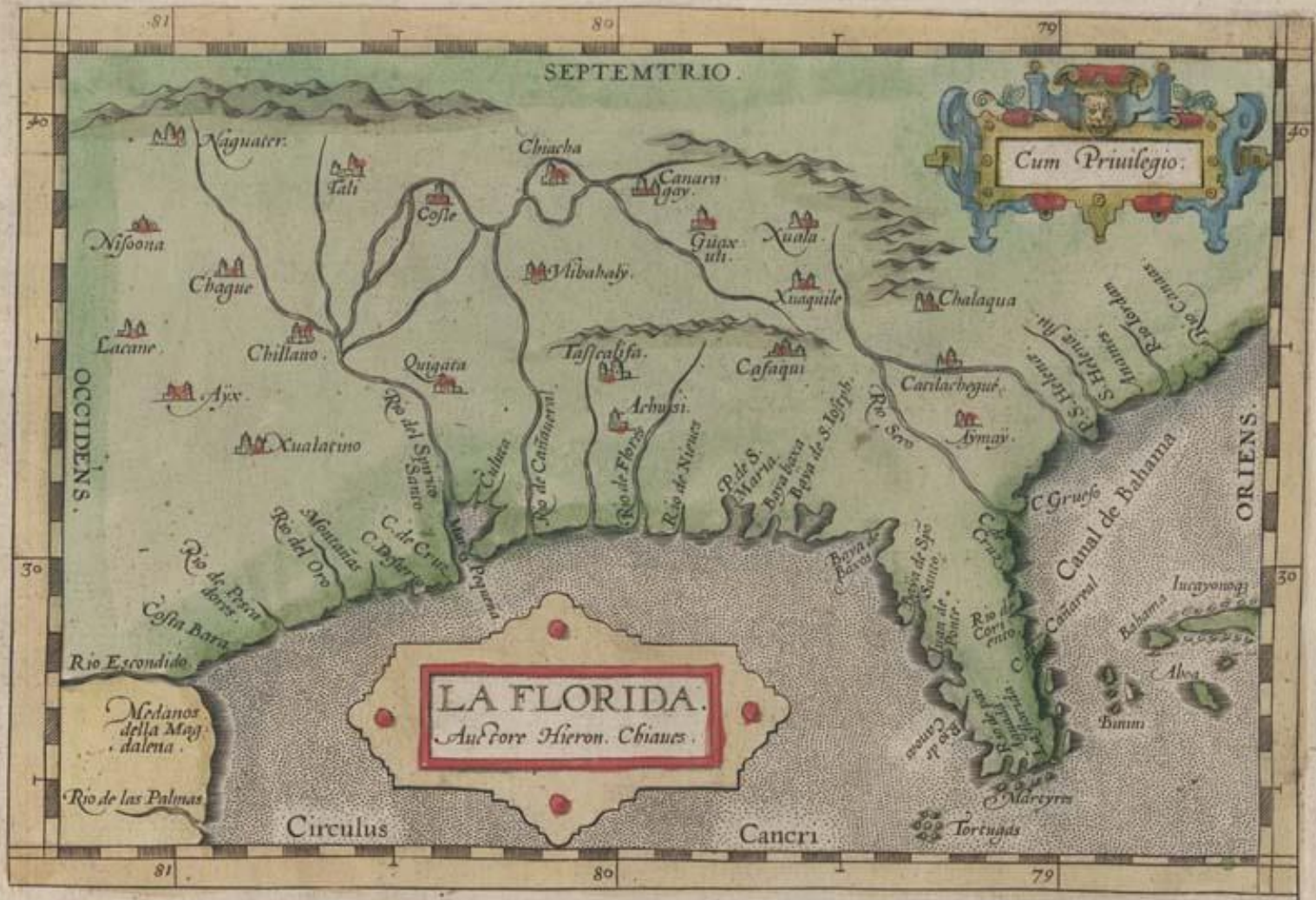


Laws and Statutes

- General Statute § 132-1 Public Records Act
- General Statute 121 Archives and History Act
 - 121-5(B) Regulates the destruction of public records
 - 121-5(C) Designates the state archival agency:
 - “The Department of Natural and Cultural Resources shall be the official archival agency of the State of North Carolina”



*Natural and
Cultural Resources*





- 100' Contour
- 200' Contour
- 300' Contour
- 400' Contour
- 500' Contour
- 600' Contour
- 700' Contour
- 800' Contour
- 900' Contour
- 1000' Contour
- 1100' Contour
- 1200' Contour
- 1300' Contour
- 1400' Contour
- 1500' Contour
- 1600' Contour
- 1700' Contour
- 1800' Contour
- 1900' Contour
- 2000' Contour

BENTONVILLE, N.C.
CREATED BY THE
U.S. GEOLOGICAL SURVEY
MAJOR GEY W. T. G. R. M. A. N.
U.S. GEOLOGICAL SURVEY
WASHINGTON, D.C.
1960

Johnson Branch

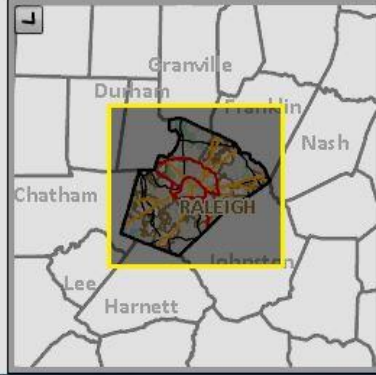
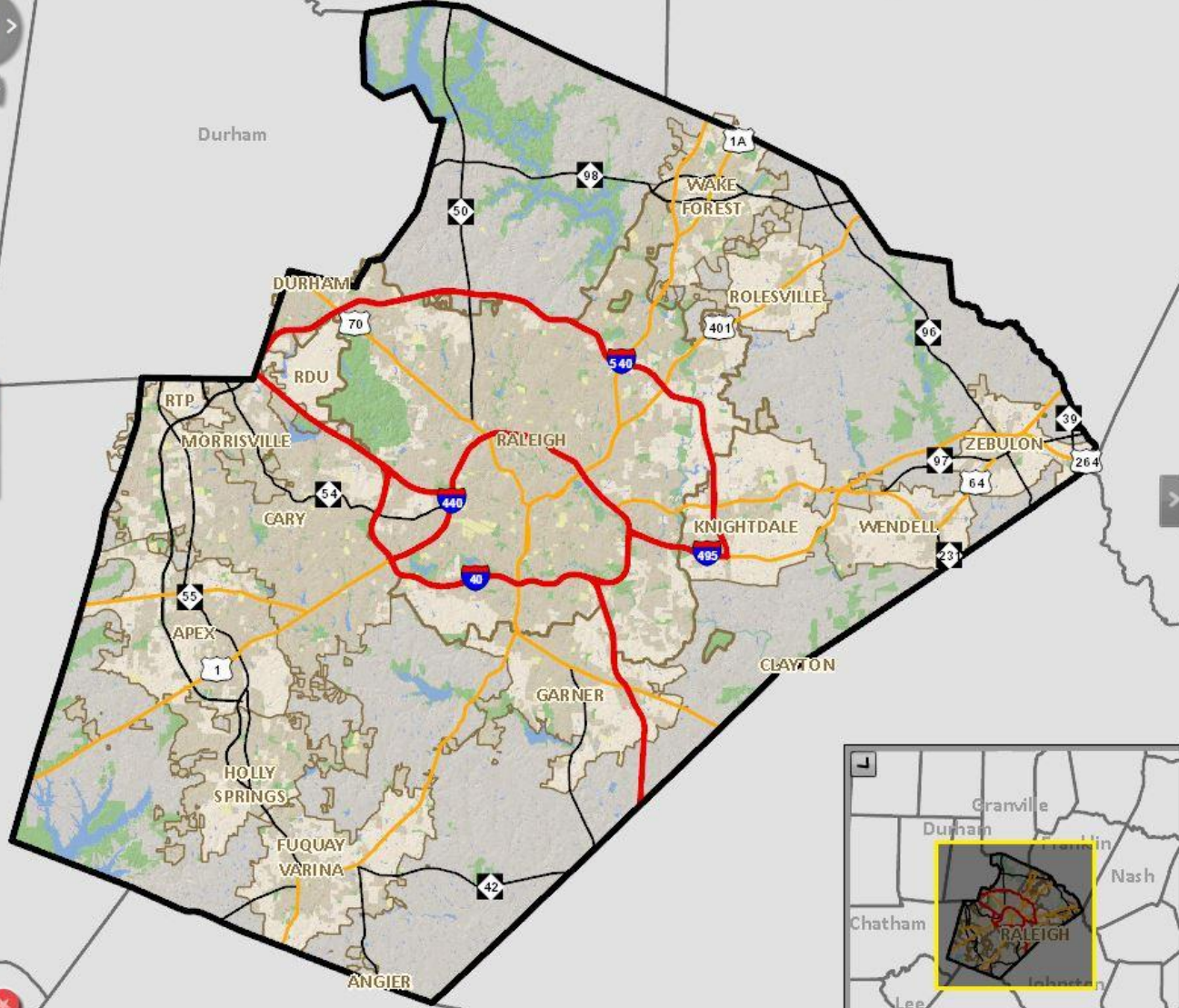




Layers Streets Aerials Blend
Detailed

- Property Search
- Location Search
- Raleigh Development Plan Search
- Raleigh Crime Search
- Show Additional Layers

- ▶ Boundaries
- ▶ Demographics
- ▶ Environmental
- ▶ Parks
- ▶ Places of Interest
- ▶ Planning
- ▶ Property
- ▶ Public Safety
- ▶ Public Utilities
- ▶ Public Works



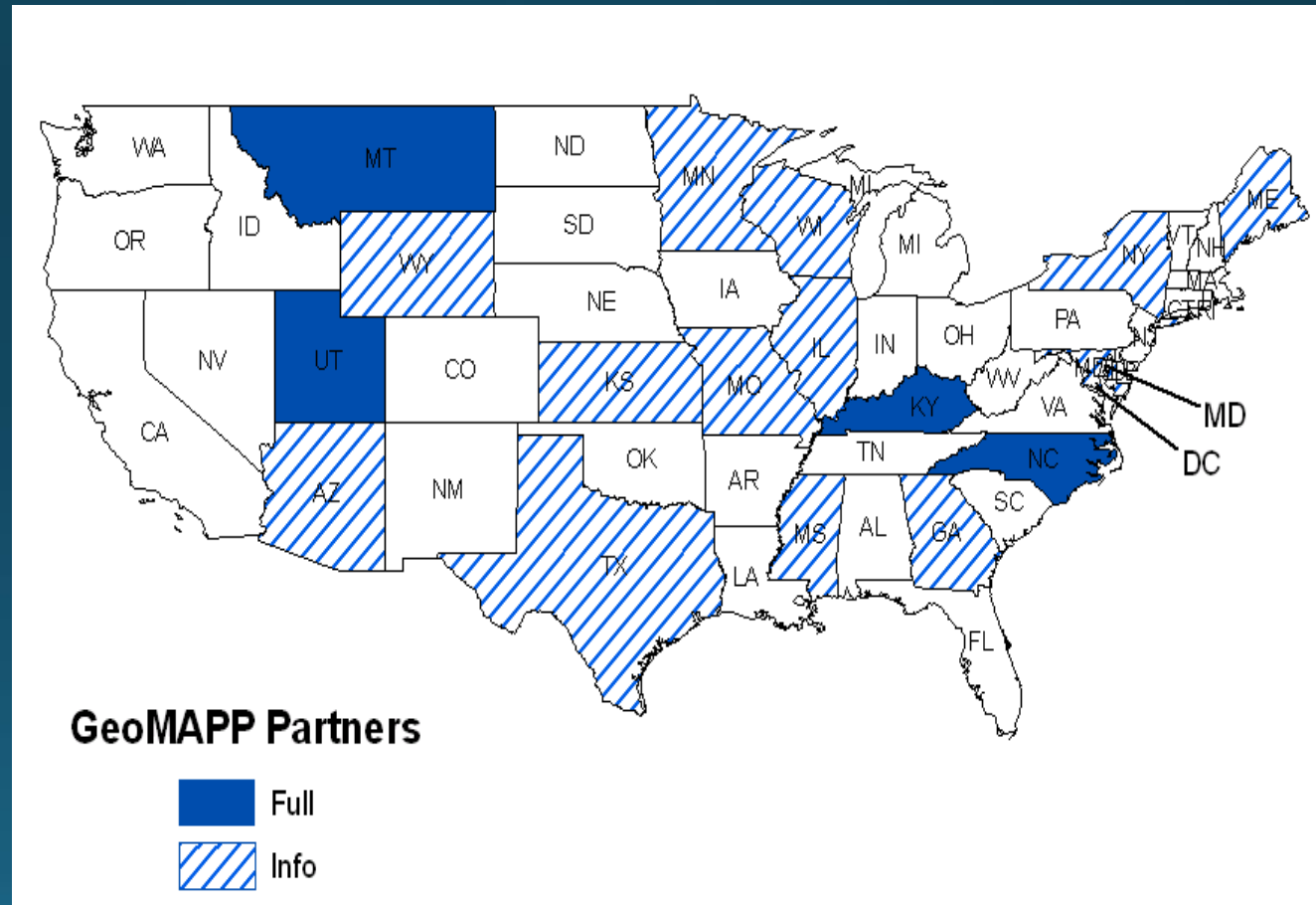
Developing best practices for preservation

The GeoMapp Project

Collaboration—GICC & SANC



- Began 2007
- LOC grants
- Partners - GIS and Archives
- NC Stakeholders



GeoMAPP Focus Areas

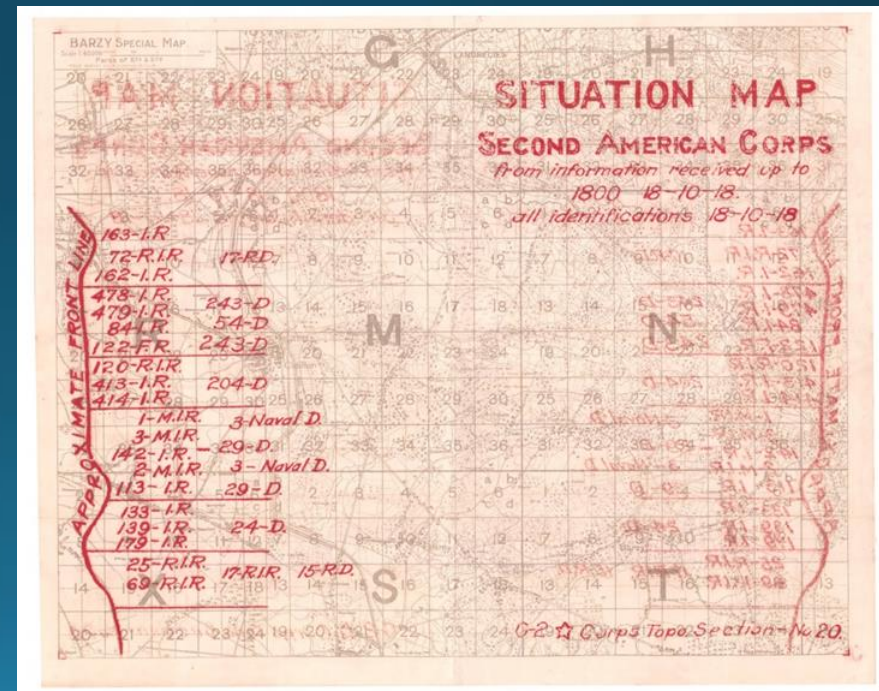


- Technical explorations:
 - file formats
 - metadata
 - data packaging
 - storage solutions
 - long term preservation techniques

➤ Improving access

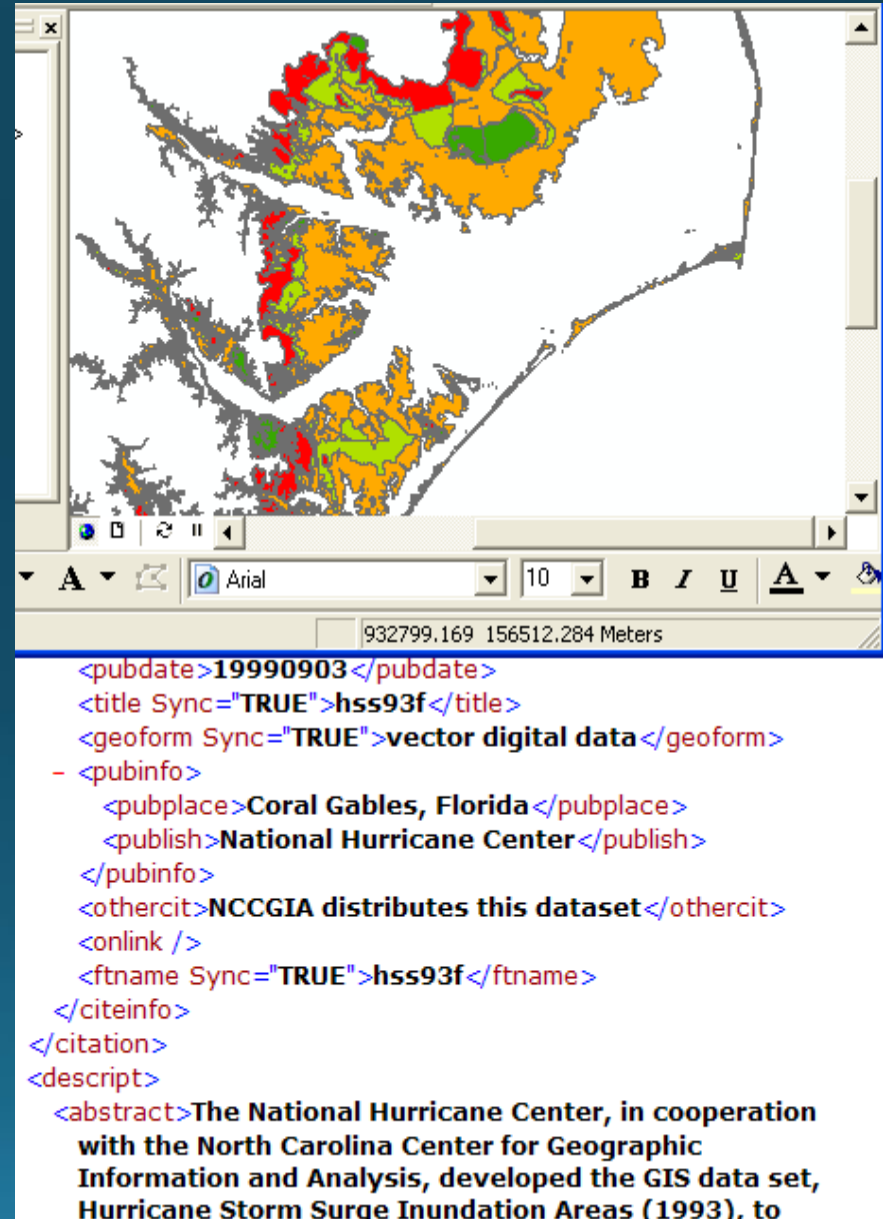
➤ Business planning

➤ GIS Clearinghouses, Archivists and data creators



Results of GeoMAPP

- Retention schedules
- Mechanism of transfer
- New tools tested
- Preservation funding for orthoimagery
- GICC / Working Group for Archival and Long Term Access
- Production



The screenshot displays a GIS application window. The top portion shows a map of a coastal region with various colored overlays (red, orange, green) representing different data layers. The map is viewed through a window with standard navigation and zoom controls. Below the map, a metadata panel is visible, containing the following information:

```
<pubdate>19990903</pubdate>  
<title Sync="TRUE">hss93f</title>  
<geoform Sync="TRUE">vector digital data</geoform>  
- <pubinfo>  
  <pubplace>Coral Gables, Florida</pubplace>  
  <publish>National Hurricane Center</publish>  
</pubinfo>  
<othercit>NCCGIA distributes this dataset</othercit>  
<onlink />  
<ftname Sync="TRUE">hss93f</ftname>  
</citeinfo>  
</citation>  
<descript>  
<abstract>The National Hurricane Center, in cooperation  
with the North Carolina Center for Geographic  
Information and Analysis, developed the GIS data set,  
Hurricane Storm Surge Inundation Areas (1993), to
```

From grant to production

Records Appraisal and Transfer

Life Cycle of a Record



Creation



Use



Disposition

Retention Scheduling

DEPARTMENT OF TRANSPORTATION
OFFICE OF CHIEF OF OPERATIONS
PROGRAM DEVELOPMENT BRANCH
PROJECT MANAGEMENT UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

PROJECT MANAGEMENT UNIT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

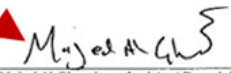
The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the office is not authorized by the Department of Cultural Resources to destroy these records.


The Department of Transportation and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

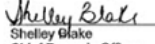
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.


The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Majeed Al-Ghaddour, Assistant Branch Manager
Program Development Branch



Nick Fennyson
Chief Deputy Secretary


Shelley Blake
Chief Records Officer


Sarah E. Koorts, Director
Division of Archives and Records

APPROVED


Anthony Tata, Secretary
Department of Transportation


Susan W. Klutz, Secretary
Department of Cultural Resources

August 1, 2014 CB

For more information on schedules, visit
<http://archives.ncdcr.gov/For-Government/Retention-Schedules>

How to Recognize a Retention Schedule: Sample Schedule Item from NC Geodetic Survey

Series Number

Descriptive Title

Series #	Series Title	Series Description	Disposition Instructions	Citation
G123	Data/Database Dictionary File	<p>Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, or origin of data. File contains information on data element definitions, data structures or file layout, code tables, and other data attribute information.</p> <p><i>Retention Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes off-line. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a Program Records Retention and Disposition Schedule.</i></p>	<p>Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format.</p>	

Disposition Instructions

Sample Local Schedule— County Management Schedule

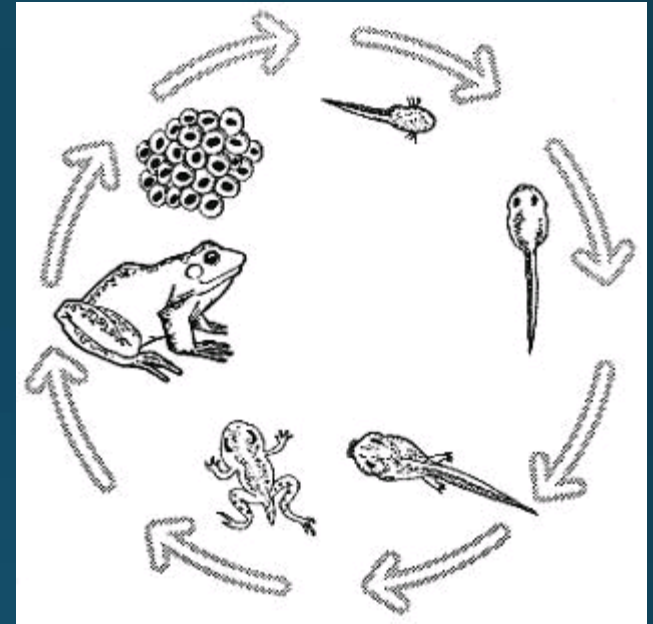
Descriptive Title

STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	ORTHOIMAGERY See also GEOSPATIAL RECORDS , page x.	Retain permanently. Create a snapshot of dataset when created. To retain, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	

Disposition Instructions

The Geoarchiving Process Lifecycle

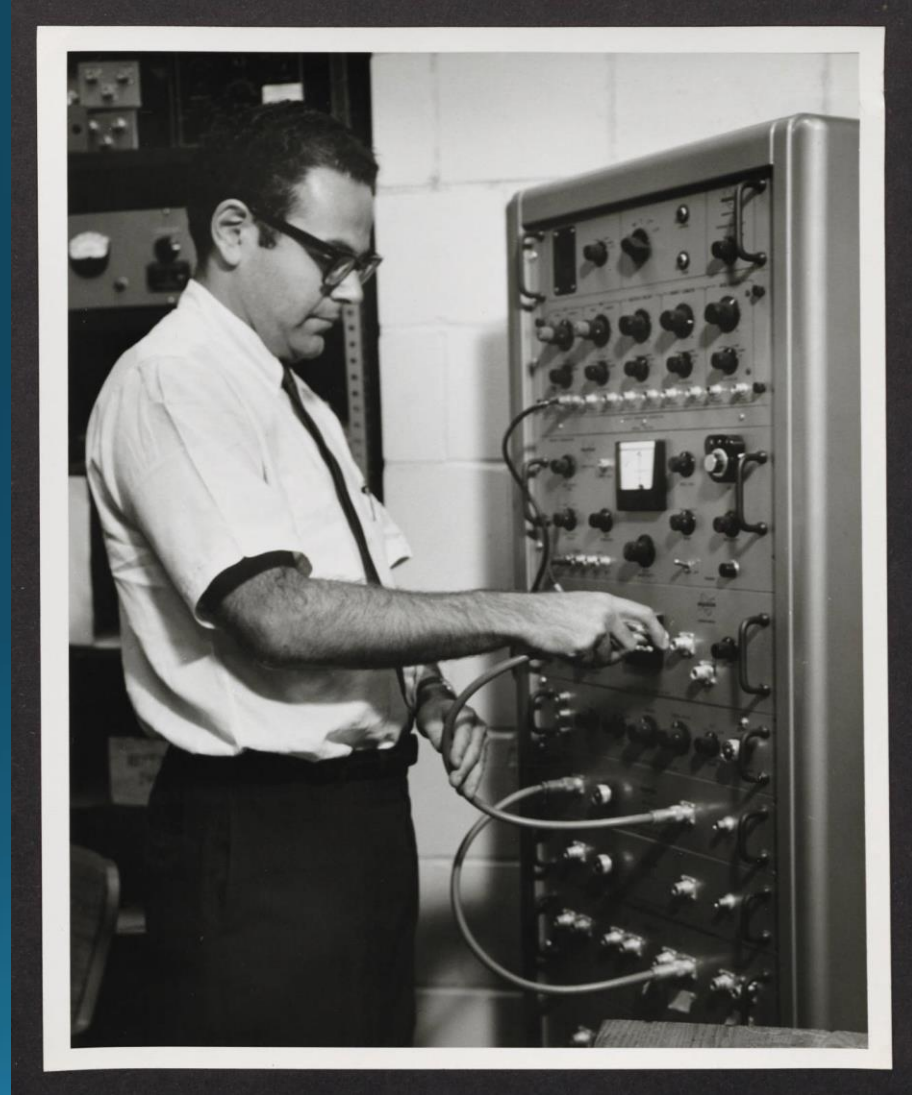
1. Establishing key relationships
2. Inventory
3. Appraise
4. Data Preparation
5. Transfer
6. Ingest
7. Preservation
8. Access
9. Business planning for sustainability



<http://www.ipcc.ie/lifecycle.html>

Electronic Records in NC

- Public Records!
- The Digital Services Section
 - Develop Documentation
 - Provide assistance to local and state agencies
- 70 TB (and counting)



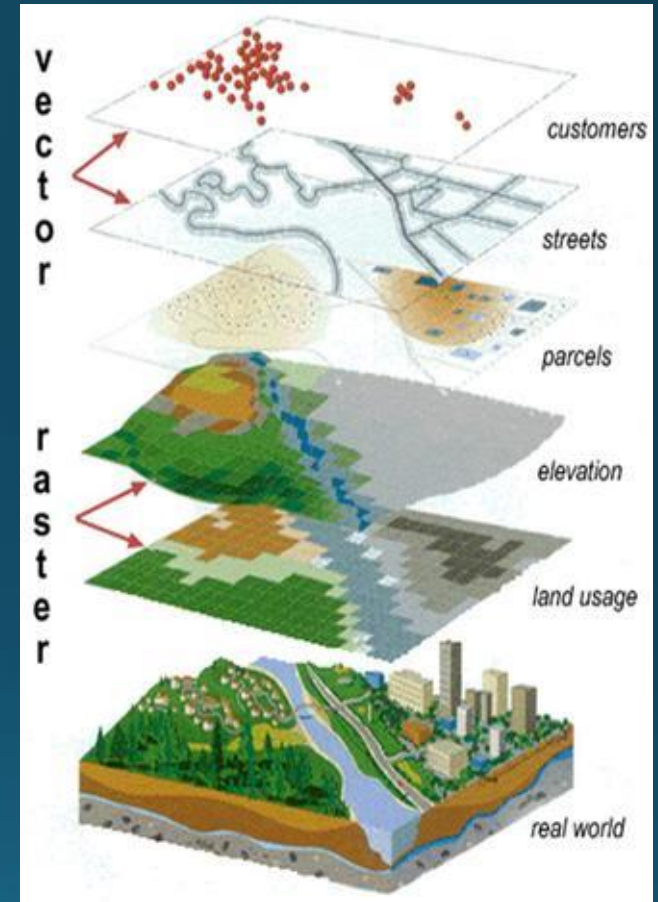
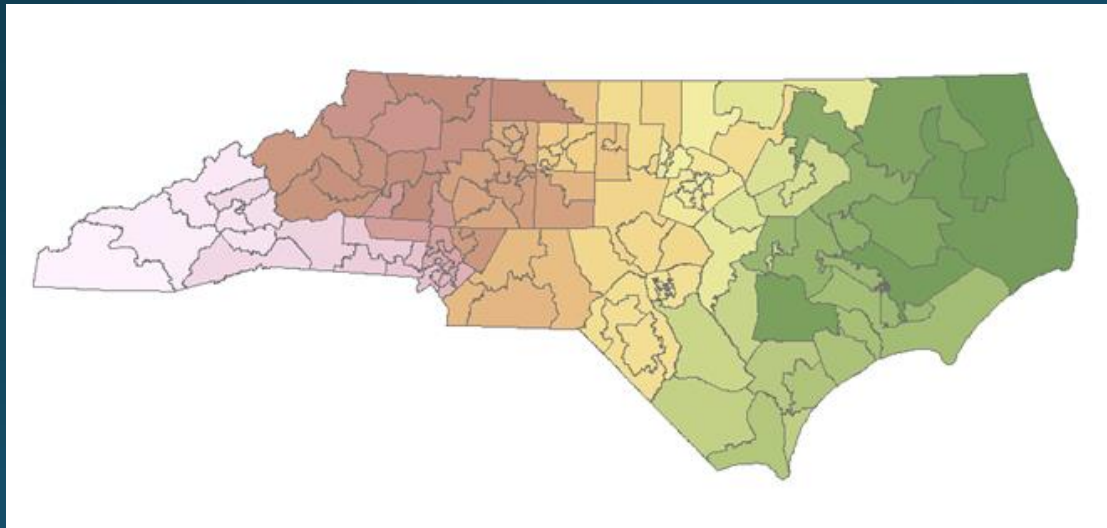
Bits will be Bits (But not for Long)

- Environmental conditions
- Handling
- Integrity of bit stream
- Periodic refresh & reformatting
- Maintain trustworthy electronic records



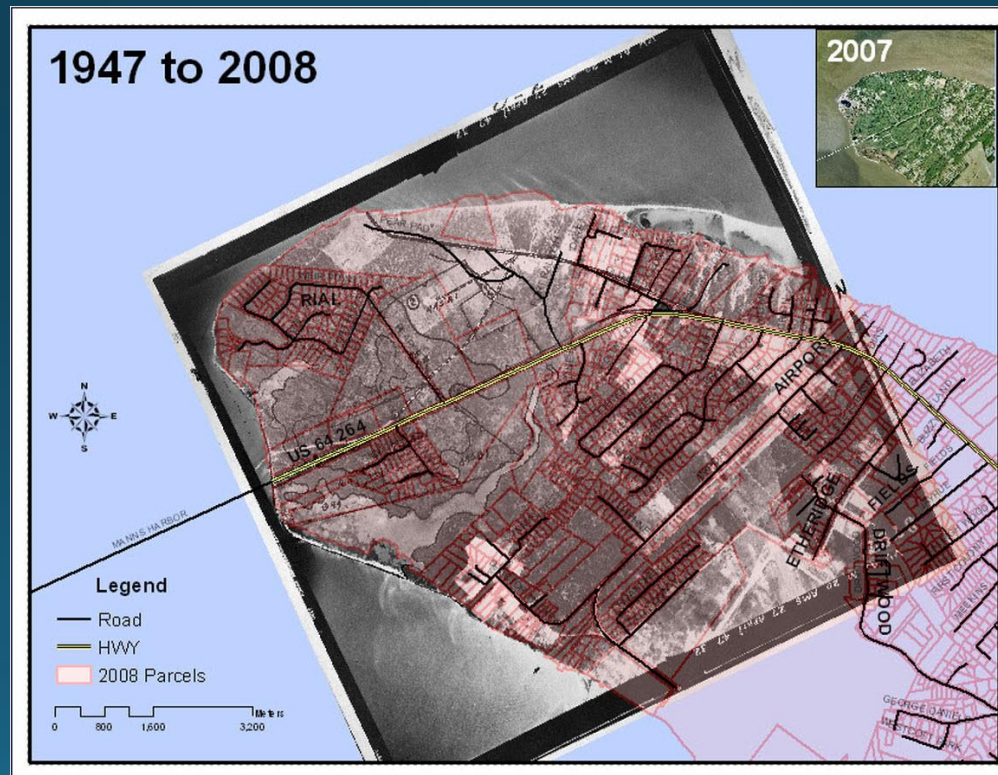
GIS Data Presents Additional Challenges

- Extremely large data collections
- Complex data structures, metadata, and associated technologies
- Responsibilities of counties vs. state agencies to compile data sets



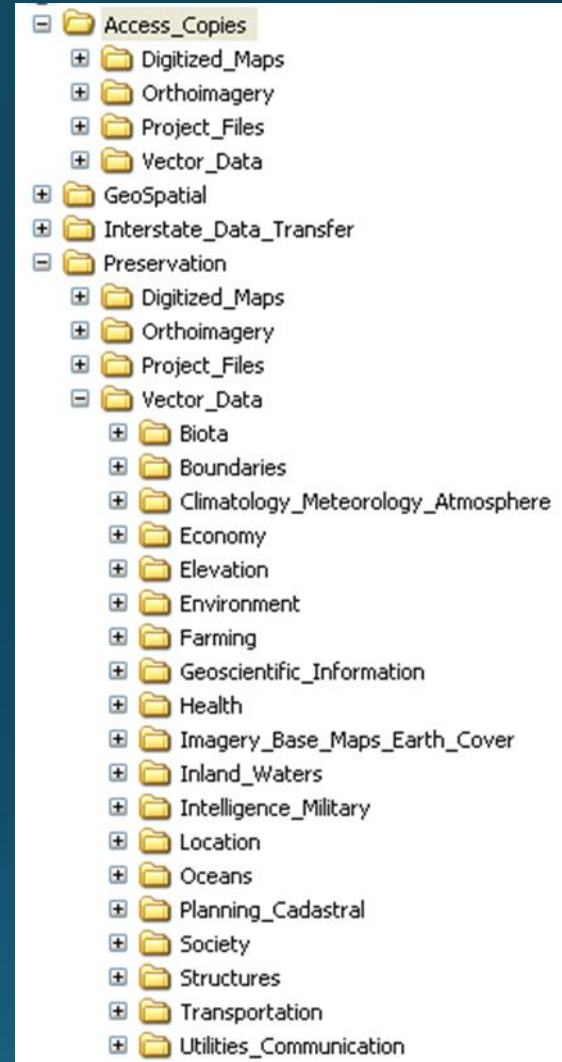
Leveraging Technology

- CGIA transfers data annually
- Transfer materials over the network
- Ensure authenticity
- For large files like ortho, transfer via hard drive



Geoarchiving In NC

- Funding for preservation as part of NC 911 Board contract
- Over 20 TB of data transferred from CGIA to date
- Datasets are available on ContentDM:
<http://digital.ncdcr.gov/>



The screenshot shows the North Carolina Digital Collections website. At the top, there are logos for the State Library of North Carolina and the State Archives of North Carolina. The main navigation bar includes links for Home, About, Collections, Explore, More Resources, Contact, and Help, along with a button for 'Explore across all collections'. The main content area is titled 'GIS Data' and features a large map image on the left. To the right of the map is a search bar with the text 'Search this collection...' and a 'Go' button. Below the search bar, there is a section for 'Popular subjects' with a list of items: 'Geographic information systems -- North Carolina', 'Biota', and 'Boundaries'. At the bottom of this section is a green button that says 'Browse all items in this collection'.

STATE LIBRARY
of NORTH CAROLINA

North Carolina Digital Collections

STATE ARCHIVES
of NORTH CAROLINA

Home About Collections Explore More Resources Contact Help

Explore across all collections

GIS Data

Search this collection... Go

Popular subjects

- Geographic information systems -- North Carolina
- Biota
- Boundaries

Browse all items in this collection

Image: from pamphlet "Preserving America's Geospatial Footprints" of the Geospatial Multistate Archive and Preservation Partnership (GeoMAPP) project

Access to GeoArchives

digital.ncdcr.gov/cdm/search/collection/p15012coll6/searchterm/municipal/field/all/mode/all/conn/and/order/nosort/ad/asc?

STATE LIBRARY of NORTH CAROLINA North Carolina Digital Collections STATE ARCHIVES of NORTH CAROLINA

Home About Collections ... Explore More Resources Contact Help [Explore across all collections](#)

GIS Data [Log in](#)

within results [Advanced Search](#)

Add or remove other collections to your search:

- Maps and GIS
- 1901 Confederate Pension Applications
- African American Education
- Alien Registration and Naturalization
- Biographies and Histories of the NC Supreme Court
-

Narrow your search by:




- Title
- Subjects
- Creator
- Geographic Coverage Area

You've searched:

Sort by: Relevance

Display: 20

(4 results)

Thumbnail	Title	Date Range	Subjects	Creator
	Municipal Boundaries Powell Bill	1994-2000,2004	Geographic Information Systems--North Carolina; North Carolina--Maps; Boundaries	North Carolina. Dept. of Transportation.
	Wake Municipal Boundaries	2001-2008	Geographic Information Systems--North Carolina; North Carolina--Maps; Boundaries	Wake County (N.C.)
	Municipalities	1989, 1998	Geographic Information Systems--North Carolina; North Carolina--Maps; Boundaries	North Carolina. Dept. of Transportation.

You've searched:

Maps and GIS

All fields: municipal ✕

Sort by: Relevance ▼

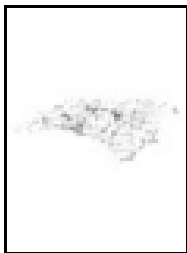
Display Options

Display: 20 ▼

Thumbnail

Title

Date Range



Municipal Boundaries Powell Bill

1994-2000,2004




Wake Municipal Boundaries

2001-2008

How can we help?

- What Archived Datasets would you like to see online?
- What types of superseded or historic data are you keeping or using in your practices?
- Information, tools or help needed to preserve data or better utilize superseded data?
- How do you currently search for GIS data?
- What information (e.g. metadata) helps you locate and decide which data to download?



Subjects		Select all Clear all Add to favorites			page 1 of 2: (<< 1 2 >>) Previous Next
Image:	Title:	Date Published:	Subjects:	Description:	
<input type="checkbox"/> 1. 	1992 NC Congressional Districts	July 1998	Geographic Information Systems--North Carolina; North Carolina--Maps; Boundaries	The NC Center for Geographic Information and Analysis, using the General Assembly-Information Systems Division data, developed digital voting districts files for the North Carolina. These data represent...	

Contact Information

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