

## BAY-LAKE REGIONAL PLANNING COMMISSION GIS DATA SHARING POLICY

1. Requests for data should be in writing, either hard copy or electronic. The request must detail the primary use of the data. The request must be submitted 15 business days prior to the date needed in order to provide adequate time to complete the data transfer. The Commission staff will review all requests for data, provide feedback if necessary, and then either approve or deny the request. An estimate of charges will be prepared prior to proceeding.
2. There will be no charge for time and materials or postage 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. Any time beyond the four (4) allotted hours will be billed on a time and materials basis.
3. A \$100 fee will be charged for each data request from a non-member unit of government, non-governmental agency, or individual that does not exceed one (1) hour of staff time. Requests requiring more than one (1) hour of staff time to complete will be charged on a time and materials basis. This covers the cost of transferring the files to disk, the cost 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.
4. Files are available in one of the following formats:
  - a) ARC/INFO coverage or export file
  - b) ArcView shapefile,
  - c) AutoCAD DWG file, or DXF file.
5. Any manipulation of the files prior to transferring (project to a different coordinate system, edgematching, etc.) requires a separate charge based on a time and materials basis.
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/ft<sup>2</sup> for plots). This is in addition to any other fees for data manipulation.
7. Data will be distributed with metadata, where available, 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.
8. The Commission is not liable for the user’s misuse or modifications.
9. Any updates to the data set must be made available to the Commission.
10. Displayed data must identify the Bay-Lake Regional Planning Commission. Our logo is available upon request or is included with your data request.
11. Data will be distributed via hard copy map, CD, DVD, Email or FTP.
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 annually.