

GeoMAPP	GeoArchiving Self-Assessment Tool
1. PLAN SPONSORSHIP AND PROJECT GOVERNANCE	
	1.1 Do you have a State Archivist or Head Librarian?
	1.1.1 What department does this individual work for?
	a) State Archives
	b) State Library
	c) Secretary of State
	d) Other
	1.1.2 Role of this office? (Check ALL that apply)
	a) Has authority to determine/implement state-wide policy decisions
	b) Is primary archives point-of-contact for state
	c) Is adviser to state government executives on archiving policies and issues
	d) Manages archival professional/support staff
	1.2 Do you have a State Geographic Information Officer?
	1.2.1 What department does this individual work for?
	a) State GIS organization
	b) University
	c) State transportation office
	d) State environmental department
	e) State Information Technology Department
	g) Other
	1.2.2 Role of this office? (Check ALL that apply)
	a) Has authority to determine/implement state-wide policy decisions
	b) Is primary GIS point-of-contact for state
	c) Is adviser to state government executives on geospatial technologies
	d) Manages GIS analytical/support staff
	e) Oversees management of state's GIS clearinghouse
	1.3 Do you have a relationship between the State Archives and the central state GIS staff?
	1.3.1 Nature of this relationship
	a) Formal relationship (e.g., Memorandum of Understanding)
	b) Informal relationship (staff familiar with each other)
	c) General awareness of each other's programs

	d) No contact or awareness between GIS and Archives staff
	1.4 Do you have a central, state-level GIS policy-directing body?
	1.4.1 Role of this body state-wide? (Check ALL that apply)
	a) Has authority to create legal mandates
	b) Provides forum for networking of data producers
	c) Researches and make recommendations about best practices and policies
	1.4.2 Body Membership (Check ALL below that apply)
	a) Includes representation/participation from Local Governments
	b) Includes representation/participation from State Agencies
	c) Includes representation/participation from Federal Agencies
	d) Includes representation/participation from Colleges/Universities
	e) Includes representation/participation from State Archives staff
	1.4.3 Does the governing body have regular meetings? (Check ONE description below that best describes frequency of meetings)
	a) Monthly?
	b) Quarterly?
	c) Bi-annually?
	d) Annually?
2. CURRENT PROGRAMS	
	2.1 Do you have an Electronic Records archiving program?
	2.1.1 Maturity of electronic records program? (Check ONE description below that best describes state of electronic records program)
	a) Advanced -- formal programs and schedules/dedicated staff in place to address multiple digital media (email, GIS, web, images)
	b) Intermediate -- program and schedule formalization underway/ dedicated staff in place to address at least one digital media (email, GIS, web, images)
	c) Beginning -- dedicated staff in place, analysis/ discovery of digital media underway
	d) Planning stage -- research and analysis for beginning an electronic records program underway
	e) No electronic records program planned at this time
	2.2 Do you create and implement retention schedules? If no, skip to question 2.3
	2.2.1 Type(s) of retention schedules (Check ALL that best describes your retention schedules)
	a) For standard paper government records?
	b) For electronic records?
	2.3 Does your state support a centralized GIS clearinghouse?
	2.3.1 Describe the scope of the clearinghouse? (Check ALL below that apply)
	a) Is the "official" statewide repository for all state geospatial data
	b) Stores and provides access to state agency data
	c) Stores and provides access to local government data
	d) Provides links to remotely hosted state agency data

	e) Provides links to remotely hosted local government data
	2.3.2 Which agency is responsible for maintaining the clearinghouse? (Check ONE description below that best describes clearinghouse owner)
	a) State GIS organization
	b) University Library
	c) State transportation office
	d) State environmental department
	e) State Information Technology Department
	f) Data management is decentralized: managed at the local/ county/ state agency level
	g) Other
3. HUMAN RESOURCE REQUIREMENTS	
	3.1 Are staff available for geoarchiving activities? (Indicate how many Full-time/Part-time employees are available and percentage of availability)
	Number of Archives FTE (staff) available for geoarchiving activities _____
	Number of GIS FTE (staff) available for geoarchiving activities in Archives _____
	3.1.1 Familiarity of Archives staff with GIS?
	a) None (<i>Not familiar with GIS at all</i>)
	b) Basic (<i>Have a basic understanding of the terms/have seen GIS datasets</i>)
	c) Intermediate (<i>Have a pretty good understanding of the terms/have explored GIS data/software and understand how it's organized and displayed</i>)
	d) Advanced (<i>Have a very good understanding of the terms/have used GIS data/software</i>)
	3.1.2 Familiarity of GIS staff with archival practices?
	a) None (<i>Not familiar with archives at all</i>)
	b) Basic (<i>Have a basic understanding of the terms</i>)
	c) Intermediate (<i>Have a pretty good understanding of the terms/have explored archival data/software and understand how it's organized and displayed</i>)
	d) Advanced (<i>Have a very good understanding of the terms/have used archival data/software</i>)
	3.1.3 Membership and participation in professional organizations (GIS and/or Archives)
	a) Regional
	b) State
	c) National
	3.1.4 Does the Archives have a relationship with IT staff?
	a) Minimal interaction with IT staff
	b) Some familiarity with IT staff
	c) IT staff is supportive
	3.1.5 Organization of IT staff
	a) Decentralized (a member on staff and available)

	b) IT services centrally-mandated and organized
	c) IT functions are decentralized and not well-organized
	3.2 How active is the GIS staff? (Check ALL that apply)
	a) Attend regular meetings of local/county-based GIS users
	b) Attend state GIS conferences
	c) Regularly contribute to agency/departmental website
	d) On local government listservs
	e) Provide reports to central GIS policy
	3.3 How active is the Archives staff? (Check ALL that apply)
	a) Actively attend state/national archives conferences
	b) Regularly contribute to agency/departmental website
	c) On local or national listservs
	3.4 Do you have the resources in place to provide staff with training and development opportunities?
4. DATA REQUIREMENTS	
	4.1 Do you have an inventory of statewide geospatial data?
	4.1.1 Description of inventory
	a) Statewide, dynamic inventory (Ramona GIS Inventory)
	b) Participation in Geospatial OneStop (GOS)
	c) Localized inventory of centralized holdings
	d) No formal inventory of state agency or local government geospatial data
	4.1.2 Metadata requirements (Check ALL below that apply)
	a) Required with each dataset: created by data creators?
	b) Required with each dataset: added by GIS clearinghouse upon intake?
	c) Metadata not required by central clearinghouse
	4.1.3 Type(s) of metadata standards used
	a) FGDC compliant
	b) Locally defined metadata standard
	c) No metadata standards applied
5. TECHNOLOGY REQUIREMENTS	
	5.1 What are the current technical capacities of IT staff? (Check ALL below that apply)
	a) IT staff is up-to-date on current technologies and can fully support the geoarchive
	b) IT would require some level of training to support the geoarchive
	c) IT is not up-to-date on current technologies and would need to be fully trained to support the geoarchive
	5.2 Is storage available for archiving?
	5.2.1 Form of storage (Check ALL that apply)

	a) SAN (online)
	b) Portable hard drives
	c) Tape storage (Nearline)
	d) Cloud computing
	5.2.2 Amount of storage currently available (in GBs)
	a) SAN (online)
	b) Portable hard drives
	c) Tape storage (Nearline)
	d) Cloud computing
	5.2.3 Where is this storage located?
	a) At GIS agency?
	b) At Archives?
	c) Other _____
	5.3 Does the Archives staff currently have enough computing power to ingest geospatial data? (Check ALL that apply)
	a) Archives computers have sufficient memory space (RAM) to install GIS software? (~2 GBs)
	b) Application server available for data processing, transfer and management
	c) Network connectivity between server and storage (describe):
	d) Connections for portable drives
	e) Processors and memory on server available
1. PLAN SPONSORSHIP AND PROJECT GOVERNANCE	
	1.1 Do you have an impetus for a geoarchiving program? Check ALL that apply
	a) By statute.
	b) Directive (departmental management decision)
	c) Staff-driven
	d) Customer-driven
	e) Is included in published agency mission statement
	f) Process is informal -- no formal program exists
	1.2 Is there a commitment from both GIS and Archives management to a geoarchiving program?
	1.3 Is there a project leader/champion for a geoarchiving program?
	1.3.1 Which agency is going to lead the effort to implement/manage program?
	a) Archives
	b) Geospatial agency
	1.4 Do you have the financial commitment to establish a geoarchiving program?
2. CURRENT PROGRAMS	

	2.1 Do you have a formal process for ingesting digital information that includes verification and authentication?
	2.2 Do you have an active and established workflow for intake and ingestion of data sets into STATE-LEVEL archives? (Check ALL below that apply)
	a) From local data creators (municipal governments/agencies)?
	b) From state agencies?
	c) From state-wide clearinghouse?
	d) Other
	2.3 Are you currently archiving geospatial data within state?
	2.3.1 Description of efforts
	a) Actively receiving and archiving geospatial data records from multiple sources (state agency, county, and/or municipal government)
	b) Actively receiving and archiving geospatial data records from one or a few (less than 5) sources (state agency, county, and/or municipal government)
	c) Geospatial data is included in agency records retention schedules
	2.3.2 Geo-centric records retention schedules with (Check ALL that apply):
	a) State agencies
	b) Counties
	c) Municipalities
	d) All-encompassing general schedule that includes geospatial data
	e) Centralized state geospatial schedule
	2.3.3 Types of data being preserved?
	a) Vector (if yes, indicated types of vector data below)
	i) Boundaries
	ii) Cadastral
	iii) Transportation
	iv) Address points
	v) Biota
	b) Raster (if yes, indicate subtypes of raster data below)
	i) Orthoimagery
	ii) Elevation
	iii) Land cover
	iv) Satellite imagery
	2.3.4 Do you have records retention schedules for the previously listed geospatial formats?
	2.3.5 Who are the creators of the data that are being ingested into the STATE-LEVEL geospatial archives program? (Check ALL below that apply)
	a) Other state(wide) agencies
	b) Counties
	c) Municipalities
	d) Universities

	e) Non-profits
	f) Private sector
	g) Federal government
	2.3.6 Do you currently engage state and local data producers? Indicate frequency of outreach efforts:
	a) Monthly?
	b) Quarterly?
	c) Bi-annually?
	d) Annually?
3. HUMAN RESOURCE REQUIREMENTS	
	3.1 Formal cross training between GIS and archives staffs?
	3.2 Regular meetings between archives and geospatial staffs?
	3.2.1 How often?
	a) Weekly
	b) Bi-Monthly
	c) Monthly
	d) Quarterly
	e) Other
4. DATA REQUIREMENTS	
	4.1 Storage type/format of geospatial data? (Check ALL below that apply)
	a) Shapefiles
	b) File geodatabases
	c) TIFF imagery
	d) MrSID
	e) Project files
	f) Non-georeferenced scanned or digitized maps or photos
	g) GeoPDF/geospatial PDF
	h) Other
	4.2 Metadata records updated once datasets have been archived to reflect their new "archived" status?
	4.3 Metadata records describe any archive related processing that may have taken place?
5. TECHNOLOGY REQUIREMENTS	
	5.1 Have you implemented any archival technologies to support electronic records management?
	5.1.1 What tools does your state have in place to support its e-records program (Check ALL below that apply)
	a) Online catalog of archived records
	b) Indexable Finding Aides (e.g. EAD)
	c) E-record management system (e.g. IRODS, Dspace, ContentDM)

	d) Hashing or Checksum tools (e.g. MD5, Ace, BagIT)
	5.2 Is GIS software installed on Archives computers?
	5.3 Amount of infrastructure and storage designated for geospatial archiving?
	a) > 100 TB
	b) 50-100 TB
	c) 10-50 TB
	d) 1-9 TB
	e) < TB
	5.4 Do you have the ability to receive data from outside sources?
	5.4.1 How is this data received?
	a) Publicly accessible FTP site
	b) Direct network connectivity
	c) Available portable hard drives
	d) DVD drive/reader
	e) Digital drop box
	5.5 Does the GIS agency have network connectivity to the State Archives?
	5.5.1 Describe your network connectivity
	a) LAN
	b) WAN
	c) Direct internet connectivity

1. PLAN SPONSORSHIP AND PROJECT GOVERNANCE

	1.1 Have you developed business cases to sustain geochiving efforts?
	1.2 Have you created business planning program justification documentation for a GIS clearinghouse?
	1.3 Have you created business planning program justification documentation for an Electronic Records archive?
	1.4 Do you have continuing support of the geoarchive from both GIS and Archives management?

2. CURRENT PROGRAMS

	2.1 Do you maintain preservation and access copies in separate locations?
	2.2 Do you validate your ingested data regularly?
	2.2.1 If yes, how is this accomplished?
	a) Automated file validation
	b) Automated hashing
	c) Manual hashing
	d) Manual file validation
	2.3 How do provide access to geospatial data once it has been archived? (Check ONE description that best describes current access)

	a) Online/open public access
	b) Online/restricted access
	c) Offline/by request only
	d) Media not easily accessible (vault/dark archives)
	2.4 Is your institution a trusted digital repository? (see TRAC http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf)
	2.4.1 Do you commit to a regular schedule of self-assessment and certification?
	a) Yes, we are active in maintaining our certification
	b) We do perform self-assessments but they are not regularly scheduled.
	c) We've only done one self-assessment for certification and haven't done one since.
	2.5 Do you have procedures and policies in place, and mechanisms for review, update and development as the repository grows and as technology and community practices evolve?
	2.6 Do you have financial sustainability for the geochiving program?
	2.7 Do you perform formal, periodic review and assessment of your geoarchive to ensure responsiveness to technological developments and evolving requirements?
3. HUMAN RESOURCE REQUIREMENTS	
	3.1 Do you have staff available to continue the efforts of the geochiving program?
	Number of Archives FTE (staff) available for geochiving activities _____
	Number of GIS FTE (staff) available for geochiving activities in Archives _____
	3.2 Does both the Archives staff and GIS staff conduct industry outreach?
	3.2.2 If yes, how strong are these relationships?
	a) Very strong - the industry actively seeks out our input
	b) Strong - we have regular meetings with the industry reps
	c) Moderate - we have spoken with industry reps but do not have an active relationship with them
	d) Little - we have limited interaction with our industry
	3.3 Do you actively share findings at Archives and/or GIS conferences?
	3.4 Do you frequently contribute to professional journals, white papers, etc?
4. DATA REQUIREMENTS	
	4.1 Do you actively archive emerging formats?
	4.1.1 If so, what formats?
	a) GeoPDFs
	b) KML
	c) Other
	4.1.2 Do you have plans/agreements in place to upgrade newer formats as they emerge?
	4.2 Do you have mechanisms in place for monitoring and notification when a format approaches obsolescence or is no longer viable?

	4.3 Do you add/maintain administrative and preservation metadata to your geospatial records?
5. TECHNOLOGY REQUIREMENTS	
	5.1 Do you have system to automate the ingest of data/metadata?
	5.2 Do you have the ability/financial support to grow your storage capacity as the holdings of your repository increase?
	5.3 Do you have defined processes for storage media and/or hardware change (e.g., refreshing, migration)?
	5.4 Do you have the ability/financial support to upgrade to new software?