



CITY OF TAMPA

3.8.10.2. – Data Maintenance Agreement
Technology & Innovation Department

TITLE

3.8.10.2. – DATA MAINTENANCE AGREEMENT

HISTORY

Status	Date	Author	Approving Manager
Version 1.0	01/08/2010	K. Wright and G. De Stoppelaire	R. Austin

DESCRIPTION

The data maintenance agreement shall include as a minimum the following information:

- Layer Name
- Maintenance Schedule
- The data steward contact information, (i.e., e-mail, name, and phone).
- A process graphic, if appropriate to easily explain the maintenance process and data flow (e.g., a Business Process Modeling Notation (BPMN)).
- Step-by-step instructions that clearly describe how one would go about updating the data, including special software tools used, phone number of internal or external data assistance, attributes required, special computer files used, and any other information necessary to effect the updating process will be included in the metadata.
- Any special situations or events that need to happen prior to beginning the updating process.

For access to the CoT GIS Section metadata template, [contact the GIS Supervisor \(or designee\)](#).

Below is an example the City of Tampa GIS Section Data Maintenance Agreement format:

Layer Name	Maintenance Schedule	Data Steward Email Address	Data Steward Name	Data Steward Phone

[Download the City of Tampa GIS Section Data Maintenance Agreement](#)



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REFERENCE

The standard described above has been developed internally by the City of Tampa. The standard is part of the T&I Service Catalog.

[City of Tampa – T&I Service Catalog](#)