



# CITY OF TAMPA

## 3.8.10.4. – Non-Compliance with Data Maintenance Policy Technology & Innovation Department

### TITLE

#### 3.8.10.4. – NON-COMPLIANCE WITH DATA MAINTENANCE AGREEMENT

### HISTORY

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

### DESCRIPTION

To ensure users have access to the highest quality and most current GIS data possible, GIS data must be consistently updated and maintained. The credibility and viability of GIS data are in jeopardy if the data are not current. The value of the city's GIS investment is quickly degraded if data maintenance is not routine and proactive.

As specified in the Data Maintenance Agreement, Data Stewards are required to complete one of the following steps for each respective layer:

1. If the layer is current, email the GIS Supervisor (or designee) a notice stating the respective layer is current, or
2. If the layer requires editing or updating, complete the edit(s) or update(s). Then submit an SDE ticket requesting QA/QC and publication of the respective layer.

To ensure users have access to the highest quality and most current data possible, failure to comply with the data standards described herein shall result in the following:

- For new data - the data shall not be published to the Enterprise GIS database.
- For existing data - the data shall be removed from the Enterprise GIS database.
- The data steward shall receive an email stating the reason for the non-compliance and the action taken.

The GIS Supervisor shall maintain a record of suppliers and maintainers and specific data files that fail to comply with the standards set forth herein.

### 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](#)