**Policy Number 160.00**

**Geospatial Data Management Policy**

**Effective Date**: September 5, 2014

**Related Documents:**

* Geospatial Policy and Standards Procedures 162.00
* Waiver Process 101.00

**Purpose**

The purpose of this policy is to protect the investment in geospatial data and to facilitate the efficient exchange of geospatial data across state government. This policy outlines the establishment of standards, guidelines and best practices for geospatial data, metadata, applications and services which agencies are responsible to follow.

**Statutory Authority**

The provisions of RCW 43.105.041 detail the powers and duties of the Technology Services Board (TSB), including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

**Scope and Exemptions**

This policy applies to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education referred to as “agencies” throughout this document. Academic and research applications at institutions of higher education are exempt.

**Policy Statement**

Agencies shall ensure that investments in geospatial technology are tracked and that geospatial data and services can be reuse and discovered across all levels of government and for the public. There are four critical standards areas that agencies are expected to follow:

* **Interoperability**. In lieu of specific hardware or software specifications, Washington adopts standards and policies that improve the ability of geospatial systems and organizations to work together.
* **Data Standards**. Data standards are important to ensure data quality and accuracy while simplifying the exchange of data among state agencies, local, tribal, and federal users and data producers.
* **Metadata**. Metadata standards protect the investment in geospatial data by describing the purpose and use of the data so that the data can be used appropriately by other users and organizations.
* **Data and Investment Reporting**. Portfolio management is an essential piece for tracking current and planned investments in geospatial technology solutions. It allows organizations to manage their spatial investments of assets.

**Contact**

For questions about this policy, please contact the Office of the CIO GIS Program Office.

**Revision History**

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| **Date** | **Action Taken** |
| September 5, 2014 | Adopted by state CIO |
| June 5, 2014 | Draft approved by the Geographic Information Technology (GIT) Committee |

**Approving Authority**



Chief Information Officer Date

Chair, Technology Services Board