



City of Chelsea GIS Data Policy

Purpose

The City provides access to geographic information systems (GIS) data in order to more effectively access, maintain, and analyze geographic information for the community. The purpose of this policy is to provide a process for public access to both information contained in the GIS as well as map and data products developed by the system.

As part of this initiative, digital and hard copies of the GIS data are accessible to the public for a nominal fee. For more information regarding the fees associated with the GIS data, see the attached Data Fees sheet.

Only those records deemed public records are considered the type of information that can be obtained from the GIS. Public records are information, hard copy and/or digital form, that have been developed or produced in the normal course of activity for the operation and conduct of government. Therefore, public records are information that already exist and will be provided to a requestor in the form that the information is stored and maintained on during the day-to-day operation of the GIS. If this data format is not acceptable to the requestor, another form can be obtained for a fee. This fee will be equal to a minimum of the cost of work time by the GIS Coordinator for one half day. If the request requires more than one half days time, additional fees will be applied in increments of one half days time.

Product Standard

The City of Chelsea shall not be held liable for any errors in the data provided as a result of this request. This includes errors of omission, commission, errors concerning the content of the data, and relative positional accuracy of the data. The data is not attested to and is not a legal document. Primary sources from which the data have been compiled must be consulted for verification of the information contained in this data. This data may not be used for resale or commercial purposes, or used to create data for resale or commercial purposes.

Information Request Procedure

All requests for digital data and hard copy maps should be made to the City of Chelsea IT Department via the GIS webpage (<http://maps.chelseama.gov/>). Requestors must identify the data layer(s) requested using the supplied Data Request Form. In addition, the GIS Data Release Agreement must be signed and returned to the City of Chelsea IT Department before the data will be released.

A cost and anticipated completion date will be provided for each request received. Once a request is made and payment is received, the City will supply the data within a 10 day period, unless otherwise noted.

If the City is unable to process the request as submitted, the City will then notify the requestor that additional information is needed before the request can be further processed.

Support for custom requests will be reviewed and received by the IT Department on a case by case basis and will be processed on a time available basis.

In order to ensure that the primary services and functions of the City are protected, the Corporate Counsel, the Director of IT, or his designee, may deny the request on the basis of resource availability or specify an alternative time frame or process for fulfilling the request.

Requests for certain data layers will be denied based on homeland security issues and/or privacy issues. For more information on this, please contact gis@chelseama.gov

I agree

Signature: _____