

REGIONAL MUNICIPAL & COUNTY JURISDICTIONAL BOUNDARIES PRIORITY BUSINESS INFORMATION NEED POLICY SUMMARY

Data Specifications

A. Regional Dataset Specifications

The Regional Municipal and County Jurisdictional Boundary Dataset shall comply with the following data specifications (October 24, 1997 action of the MetroGIS Coordinating Committee). *Note: Policy Board action was not sought for data specifications, only custodian roles. MetroGIS was still evolving its decision-making process):*

- The dataset should be metro-wide.
- The dataset should provide metadata, entity and attribute information, unique identifiers, official map names, and contact information for each county, city or township.
- The horizontal datum should be NAD83.
- The dataset(s) should be in a format that can be converted to as many other formats as possible.
- The precision accuracy of the jurisdictional boundaries must be derived from parcel layers, which are components of the MetroGIS endorsed regional parcel dataset and consistent with the positional accuracy requirements set forth in the policy statement for the regional parcel dataset, where the jurisdictional boundaries are coterminous with parcel boundaries.
- Use the U.S. Census Bureau's "FIPS" county and place name codes for MCDs (minor civil divisions) as standard MetroGIS codes for identifying counties, cities and townships and promote their use among MetroGIS stakeholders. *(Added via Policy Board action on July 28, 1999).*

B. Primary Data Capture Specifications

- 1) The seven metro area counties each agreed, prior to Policy Board endorsement on January 26, 2000, to abide by the MCD (minor civil division) jurisdictional boundary guidelines developed by Washington County when serving in their role as primary custodians (see below) for the Regional Municipal and County Jurisdictional Boundary Dataset, with the understanding that these guidelines are intended to be improved and enhanced over time. See <http://www.co.washington.mn.us/mgmtsrvy/muniboun.htm> for the guidelines developed by Washington County.
- 2) The MetroGIS Policy Board agreed in its January 26, 2000 action that it is MetroGIS's responsibility to promote use of the guidelines developed by Washington County by each of the seven counties in their roles as primary producers of Municipal and County Jurisdictional Boundary data.

Roles and Responsibilities

The following Custodian Roles and Responsibilities pertaining to MetroGIS's regional Municipal and County Jurisdictional Boundary Dataset are hereby endorsed by the MetroGIS Policy Board to govern management of the Regional Municipal and County Jurisdictional Boundaries Dataset. This action affects each of the seven metro area counties and the Metropolitan Council. Management representatives to the MetroGIS Coordinating Committee from each of these organizations endorsed this policy prior to Policy Board action.

A. Primary Custodian(s)

Each of the individual seven metro area counties..

B. Primary Custodian Responsibilities

The responsibilities of the *primary custodians* are as follows:

1. Make corrections to the primary dataset when changes in the boundaries occur.
2. Submit an updated dataset (municipal and county jurisdictional boundaries) for their entire jurisdiction to the regional custodian quarterly, on the same schedule as updates are submitted for the regional parcel dataset. If no changes have been made to the dataset that quarter, no update is necessary.
3. Assist the regional custodian maintain metadata for the dataset.
4. To the extent possible, use the relevant guidelines recommended by MetroGIS.

C. Region Custodian

The Metropolitan Council

D. Regional Custodian Responsibilities

The responsibilities of the *regional custodian* are as follows:

1. Compile a regional coverage of municipal and township boundaries from the primary sources.
2. Compile metadata from all primary sources into one set of metadata for the regional dataset and encourage creation, enhancement, and maintenance of standardized metadata from each of the primary custodians, in particular for the accuracy of the boundaries.
3. Re-compile the regional coverage on a quarterly basis from data provided by the primary custodians.
4. Encourage use of relevant data standards endorsed by MetroGIS for the primary data custodians.
5. Provide for data archive, backup, retrieval, and disaster recovery.
6. Facilitate resolution of matters involving intellectual property rights in terms of data distribution policies.