

DUTIES OF THE INDIANA GEOGRAPHIC INFORMATION OFFICER

November, 2007

The duties described in this document are representative of those described in IC 4-23-7.3, and in most cases were taken verbatim from the code, merely reorganized. However, in case of discrepancy between this document and IC 4-23.7.3, the language in IC 4-23-7.3 is authoritative and will prevail.

1. State's Interest

- a) Represent the state's interest to federal agencies regarding the National Spatial Data Infrastructure.
- b) Serve as the state's primary point of contact for communications and discussions with federal agencies regarding framework data, spatial data exchanges, cost leveraging opportunities, spatial data standards, and other GIS related issues.
- c) Facilitate GIS data cooperation between units of the federal, state, and local governments.
- d) Act as the state's representative for:
 - (A) Requesting grants available for the acquisition or enhancement of GIS resources; and
 - (B) Preparing funding proposals for grants to enhance coordination and implementation of GIS.

2. State Agencies and State Data Center

- a) Function as the chief officer for GIS matters for state agencies.
- b) Review and approve, in accordance with the statewide data integration plan, the procurement of GIS goods and services involving the state data center or a state agency.
- c) Coordinate the state data center's duties.

3. GIS Data Standards and Data Integration Plan

- a) Review and either veto or adopt GIS Data Standards and the Data Integration Plan as recommended by IGIC. If either of the recommendations is vetoed, the state GIS officer shall return the recommendation to the IGIC with a message announcing the veto and stating the reasons for the veto. If the IGIC ceases to exist or refuses to make the recommendations listed in this subsection, the state GIS officer may develop and adopt GIS Data Standards and Data Integration Plan.
- b) Act as the administrator of the State Standards and policies concerning GIS data and framework data and the Data Integration Plan.
- c) Enforce the GIS Data Standards and Data Integration Plan through the use of:
 - (A) GIS policies developed for state agencies; and
 - (B) Data exchange agreements involving an entity other than a state agency.
- d) Publish and distribute the state GIS data standards and the statewide data integration plan.
- e) Publish a biennial report. The report must include the status and metrics on the progress of the statewide data integration plan.

The standards and statewide data integration plan must promote interoperability and open use of data with various GIS software, applications, computer hardware, and computer operating systems.

The "statewide data integration plan" is a plan:

- (1) to integrate GIS data and framework data developed and maintained by different units of the federal, state, and local government into statewide coverage of framework data; and*
- (2) that includes details for:*
 - (A) an inventory of existing data;*
 - (B) stakeholder data requirements;*
 - (C) identification of data stewards;*

*(D) data standards and schema, costs, work flow, data transfer mechanisms, update frequency, and maintenance; and
(E) identification of appropriate data sharing policies and mechanisms to facilitate intergovernmental data exchange, such as data exchange agreements.*

4. Statewide Base Map

- a) Promote the development and maintenance of statewide GIS data and framework data layers associated with a statewide base map.
- b) Approve and maintain data exchange agreements to which the state data center or a state agency is a party to increase the amount and quality of GIS data and framework data available to the state.
- c) With money from the Indiana Mapping Data and Standards Fund, the state GIS officer, through the data center, the IGIC, and the other organizations, shall do the following:
 - (1) Ensure that there are adequate depositories of all GIS data and framework data obtained by a state agency.
 - (2) Acquire, publish, store, and distribute GIS data and framework data through the computer gateway administered under IC 4-13.1-2-2(a)(5) by the office of technology and through the state data center. The state GIS officer may also provide access through the IGIC and other entities as directed by the state GIS officer.
 - (3) Integrate GIS data and framework data developed and maintained by state agencies and political subdivisions into the statewide base map.
 - (4) Maintain a state historical archive of GIS data, framework data, and electronic maps.
 - (5) Provide public access to GIS data and framework data in locations throughout Indiana.
 - (6) Provide assistance to state agencies and political subdivisions regarding public access to GIS data and framework data so that information is available to the public while confidentiality is protected for certain data from electronic maps.
 - (7) Develop and maintain statewide framework data layers associated with a statewide base map or electronic map.
 - (8) Subject to the control of political subdivisions, make GIS data, framework data, and electronic maps available for use by the Indiana Business Research Center.

5. United States Board on Geographic Names

Cooperate with the United States Board on Geographic Names established by P.L.80-242 by serving as the chair of a committee formed with the IGIC as the state names authority for Indiana.

6. State Educational Institutions

- a) Use personnel made available from state educational institutions to provide technical support to the state GIS officer in carrying out the officer's duties and IGIC.
- b) Coordinate with state educational institutions to do the following:
 - (1) Promote formal GIS education opportunities for full-time and part-time students.
 - (2) Provide informal GIS learning opportunities through a series of seminars and noncredit concentrated classes provided throughout Indiana.

- (3) Coordinate research assets for the benefit of Indiana by maintaining inventories of the universities' academic and technical GIS experts, data and technology resources as provided by the universities, and research interests for collaboration to pursue research grant opportunities.
- (4) Implement an outreach network to Indiana political subdivisions to enhance communication and data sharing among state government, political subdivisions, and the business community.
- c) If there is a lack of qualified bids on contracts to provide photogrammetry services or framework layer data conversion services for the benefit of a state agency or political subdivision by entities other than state educational institutions, the state agency or political subdivision may, with the advice of the state GIS officer, solicit bids from state educational institutions.

7. Indiana Mapping Data and Standards Fund

- a) The state GIS officer shall administer the fund.

The Indiana mapping data and standards fund is established for the following purposes:

- 1) *Funding GIS grants.*
- 2) *Administering this chapter.*

The fund consists of the following:

- 1) *Appropriations made to the fund by the general assembly.*
- 2) *Gifts, grants, or other money received by the state for GIS purposes.*

The expenses of administering the fund shall be paid from money in the fund.

The treasurer of state shall invest the money in the fund not currently needed to meet the obligations of the fund in the same manner as other public money may be invested. Interest that accrues from these investments shall be deposited in the fund.

Money in the fund at the end of a state fiscal year does not revert to the state general fund.

8. Restrictive hardware or software standards

The state GIS officer may not recommend or restrict standards for GIS hardware or software that a proprietary vendor provides to any political subdivision.