

***Geographic Information Systems
(GIS)
Data Distribution Policy
& Procedure***



Putnam County, Florida

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Putnam County GIS Data Distribution Policy and Procedure

Putnam County is fortunate that the effort to build a Countywide Enterprise GIS crosses jurisdictional and departmental boundaries. This policy takes into account the legal, political, and value propositions of our jurisdiction.

Two key strategies to of data distribution are:

(1) Benefits from wide distribution of data accrue back to the agencies whose geography is the subject of the data. Whether the users are local or remote, the activities that are based on such geodata usually benefit the subject jurisdiction.

(2) Enable those not in a GIS Data Sharing Agreement with Putnam County to acquire data at an affordable cost.

Legal Authority

Putnam County's data policy is governed by Florida's State Public Records law. The following section from Florida Statutes Chapter 119:

119.01 General state policy on public records.--

(1) It is the policy of this state that all state, county, and municipal records shall be open for personal inspection by any person.

(2) The Legislature finds that, given advancements in technology, providing access to public records by remote electronic means is an additional method of access that agencies should strive to provide to the extent feasible. If an agency provides access to public records by remote electronic means, then such access should be provided in the most cost-effective and efficient manner available to the agency providing the information.

(3) The Legislature finds that providing access to public records is a duty of each agency and that automation of public records must not erode the right of access to those records. As each agency increases its use of and dependence on electronic recordkeeping, each agency must ensure reasonable access to records electronically maintained.

Data Distribution Methods

Putnam County GIS Data is available only through the following methods:

- a. Provided as electronic media (CD/DVD).
- b. Public access terminals from which you may browse and query GIS data. These terminals utilize the County's intraNet to access the GIS data.

Distribution Restrictions

Putnam County GIS Data is not available as a subset of the CD/DVD. Putnam County GIS Data and/or Map Products are not available through attachments via email, FTP site or by fax.

Confidential: Certain data that are determined to be confidential for reasons of security, protection of individual privacy, or interim files, are excluded from the distributed GIS data.

Non-County GIS Data: Putnam County acquires some GIS data sets from outside sources and will not redistribute them. For data which is owned, provided by, or the responsibility of another party, Putnam County shall refer the requester to that source.

Customized GIS Data and Map Products

Putnam County does not create custom GIS data sets nor does it convert hard copy or digital documents to other formats for distribution purposes. You are responsible for performing conversion, digitizing, subsetting, spatial analysis, and graphic representation operations on the data.

Putnam County creates custom GIS map products only as components of services and product packages which it provides to its customers. An example would be a map showing zoning.

Distribution Services and Fees

GIS Data Requests need to be written and submitted to the GIS Coordinator. The request will not be processed until payment is received. Requests will be completed on a first come basis. Most requests can be filled within 2 working days. However, Putnam County internal priorities supersede external requests. No guaranteed delivery dates or times are possible.

GIS Data Costs are as follows:

Hourly Rate (1 hour minimum):	\$35.00
CD/DVD Cost:	\$ 1.80
Total Cost:	\$36.80

Mailing Costs will be added if needed.

GIS Map Product Requests need to be written and submitted to the appropriate Department or Office. Price Schedules can be obtained through that individual Department or Office. The GIS Unit will forward any Map Requests received.

All GIS Data sales are made through the GIS Unit located in the [Putnam County Courthouse Annex](#) at 312 Oak Street (2nd floor Building 1-A) between 8:30 a.m. and 4:30 p.m. Monday through Friday. Cash or check only, no credit card sales are accepted.

Special Considerations

GIS Data Sharing Agreement and Contacts: Putnam County distributes its GIS data to those cooperating agencies and organizations at no charge. Putnam County also provides pertinent GIS data at no charge to companies and consultants with whom it contracts for services and products as required by contract and as appropriate.

Data Distribution Format

Putnam County uses ESRI's ArcGIS product family for geographic and Autodesk's AutoCAD software for localize design work. The County's standard geospatial coordinate system is Florida East Stateplane, North American Data of 1983. Horizontal measurement units are in feet. Distribution GIS and CAD data file formats may include:

- ArcGIS Shapefiles (*.SHP, *.SHX, *.DBF, etc.)
- AutoCAD Drawing files (*.DWG)
- AutoCAD Drawing Interchange files (*.DXF)
- Image Format files (*.JPG, *.TIF, etc.)
- Data distributed via email or FTP will be in *.ZIP and *.EXE format.

GIS Data Disclaimer

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. Putnam County makes no claim as to the accuracy of the spatial data and its associated data tables and assumes no responsibility for their positional or content accuracy. The Putnam County Board of County Commissioners as well as the constitutional offices including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.