

# INSTRUCTIONS FOR STATE AGENCY LAND INFORMATION INTEGRATION REPORTS

## OVERVIEW

Eleven State Agencies are required to annually submit land information (geographic information) reports to the Department of Administration (DOA). These reports—formerly called “plans”—are intended to enable such information to be readily translatable, retrievable, and geographically referenced for use by any federal, state, or local governmental unit or public utility.

All state agencies using geographic information systems/land information systems (GIS/LIS) are encouraged to submit a land information report. This year the reports will take the form of an inventory. You will be asked to provide information about your data and resources in a Microsoft Excel spreadsheet.

## PURVIEW OF THESE INSTRUCTIONS

Wis. Stats. Section 16.967(1)(b), defines “land information” as:

[A]ny physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state. “Land information” includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

Agencies covered by these instructions are named in Wis. Stats. Sec. 16.967(6):

....each year, the department of administration, the department of agriculture, trade and consumer protection, the department of safety and professional services, the department of health services, the department of natural resources, the department of tourism, the department of revenue, the department of transportation, the board of regents of the University of Wisconsin System, the public service commission, and the board of curators of the historical society shall each submit to the department a plan to integrate land information to enable such information to be readily translatable, retrievable, and geographically referenced for use by any state, local governmental unit, or public utility. Upon receipt of this information, the department shall integrate the information to enable the information to be used to meet land information data needs. The integrated information shall be readily translatable, retrievable, and geographically referenced to enable members of the public to use the information.

Several additional agencies, though not required to complete this plan, collect or create geospatial data, including the following: Departments of Children and Families, Workforce Development, Public Instruction, Military Affairs, Justice, Corrections, the Board of Commissioners of Public Lands, Wisconsin Elections Commission, and the Wisconsin Housing & Economic Development Authority. All state agencies using GIS are encouraged to submit a response to this effort. Additional organizations using GIS are also encouraged to participate, such as the Legislative Technology Service Bureau and the State Fair Park.

## OBJECTIVES OF LAND INFORMATION INTEGRATION REPORTS

### Statutory Objectives from Wis. Stats. Sec. 16.967

- *For Agencies* – Enable agency land information to be readily translatable, retrievable, and geographically referenced for use by any state, local governmental unit, or public utility
- *For DOA* – Integrate the information to enable the information to be used to meet land information data needs. The integrated information shall enable members of the public to see and use the information
- *From 16.967(b)* – Maintain and distribute an inventory of land information available for this state, land records available for this state, and land information systems

### Additional Objectives for DOA

- Update state agency inventories of land information systems
- Categorize all state agency land information framework data layers by standardized ISO categories
- Document a steward and contact for all state agency land information resource holdings
- Determine which state agency land information data and resources have access constraints
- Inform Wisconsin land information strategic planning

## SUBMITTING FILES

- Submit files to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov)

## CONTACT

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# EXCEL INVENTORY: INSTRUCTIONS

## WORKBOOK OVERVIEW

### SHEET 1 – DATA

FORM SUBMITTER INFORMATION  
DATA INVENTORY

### SHEET 2 – TECH SERVICES

MAP, FEATURE, DATA, AND APPLICATION SERVICES

### SHEET 3 – ARCHITECTURE

The instructions below provide complete descriptions of each section and input choices.

## SHEET 1 – DATA

### FORM SUBMITTER INFORMATION

To be completed once for each agency representative providing data and service information

- I. **Agency** – *(Dropdown List)* If your agency is not listed, select the last item “Other - Specify.” To specify, type your agency name in the last row, which appears blank by default.
- II. **Submitter’s e-Mail** – *(Text)* Enter your business email address.
- III. **First Name** – *(Text)*
- IV. **Last Name** – *(Text)*

### DATA INVENTORY

The number of items (rows) in this section is directly related to the number of agency data layers.

- I. **Spatial Data Layer File Name** – *(Text)* For those using ESRI SDE this would be the feature class name, unique in a geodatabase. Your attention to correctness and case sensitivity is appreciated. Provide the name only, not the full directory path.
  - e.g., *DATCP\_Import\_Feedlot*
- II. **Title and/or Short Description** – *(Text; Optional)* Title is a commonly understood name for the Layer File Name above. In cases where the Layer File Name is cryptic, this will be important to discovery. Title is often in the ArcCatalog Resource Citation under Item Description. Short Description is Abstract information.
  - **Title** e.g., *DATCP\_Import\_Feedlot* (In this case, same as Layer File Name)
  - **Short Description** e.g., *Licensed livestock import lots where livestock imported into Wisconsin under specific conditions are temporarily kept for quarantine/inspection*
- III. **ISO Category** – *(Dropdown List)* Category names, descriptions, and examples can be referenced from page 6 of these instructions.
- IV. **Additional Tags** – *(Text)* See the last page of this document for examples related to each category. You are *not* limited to the tags listed. Wisconsin and your agency name are assumed unless a different region/source is cited in this cell.
- V. **Update Frequency** – *(Dropdown List)* Select the nearest current or expected update frequency which this data layer should be known for.

VI. **Publicly Available?** *(Dropdown List)*

Choices and Descriptions:

Unlimited - Public	Freely open for public use
Agency use only	Generally not shared outside the agency
External w/agreement	Publicly shared pending some form of agreement/MOU
G2G w/MOU	Government to Government sharing pending agreement/MOU
Gov-2-Gov	Government to Government sharing, no special agreement needed
Other	(Specify in last row)

VII. **Metadata Available?** – *(Dropdown List)* Please indicate whether there is basic metadata about this layer now. Basic metadata includes:

- Title/Citation Information
- Bounding Box
- Data Dictionary (data fields)
- Publication Date

Choices and Descriptions:

Available Now
Not Available
Other

IX. **Spreadsheet submitter is primary steward/contact for this layer?** – *(Dropdown List)* At least one agency person needs to be identified as initial point of contact for layers maintained and distributed by the agency. If you are not the contact, select “no” and provide appropriate optional contact information.

X. **Additional Contacts** – *(Text) (Optional)* If spreadsheet submitter is point of contact, this section may be skipped. At least one agency person must be identified as initial point of contact for layers maintained and distributed by the agency. For some layers, as needed, a business area, second, or third contact can be provided here.

## SHEET 2 – TECH SERVICES

### MAP, FEATURE, DATA AND APPLICATION SERVICES

This section should be used to document *public-facing* Web Mapping, Web Feature, Repository, and Application services. For this inventory we are only concerned with *public-facing* Web applications that provide access to downloadable data or data services, not those for internal business mapping.

I. **Service Name** – (*Text*) The common name of the service. Not the path or URL.

II. **Service Type** – (*Dropdown List*)

Choices and Descriptions:

Repository	Portals, FTP sites, SharePoint, or any location where server access is provided for agency spatial data holdings
WMS	Standard protocol for serving georeferenced map images generated by a map server
WFS	Allows requests for geographical features across the web using platform-independent calls
REST	Allows exchanging geographical information between different computer systems
Application	Public Web applications which provide access to downloadable data or data services
Other	(Specify by typing in last row)

III. **Description** – (*Text*) (optional) When Service Name would not be sufficient for full understanding outside the agency.

IV. **URL** – (*Text*) The address other agencies or externals would use to discover the service.

## SHEET 3 – ARCHITECTURE

**PRIMARY TECHNICAL ARCHITECTURE** – this section needs to be filled out only once, *by the organization's GIS coordinator*

- I. **Desktop GIS** – (*Text*) Indicate the most commonly used Desktop GIS product/version within the organization. Noteworthy use of other products/versions, can be added in the Non-Typical column (far right).
- II. **Server GIS** – (*Text*) Indicate the most commonly used GIS Server product/version within the agency. Noteworthy use of other products/versions, can be added in the Non-Typical column.
- III. **DBMS** – (*Text*) Indicate the most commonly used DBMS within the agency. Noteworthy use of additional products can be added in the Non-Typical column.
- IV. **Development Environments** – (*Text*) Indicate the most commonly used GIS development product within the agency. Noteworthy use of other products can be added in the Non-Typical column.
- V. **GeoCoding** – (*Text*) Indicate if there is a most commonly used premium Geocoding service product within the agency. Premium Geocoders are defined as pay services which have more current locator information and do not impose limits on the number of submitted records.
- VI. **Cloud GIS Utilities** – (*Text*) Indicate if your agency uses, or has approved planning to implement any of the following Cloud services within the next 12 months.
- VII. **Non-typical GIS Components** – (*Text*) For any products and versions, significant within your agency, that were not selected or included in the previous dropdowns.

## ISO CATEGORIES/TAGS (REFERENCE)

Name	Code	Description	Possible Tags
farming	001	rearing of animals and/or cultivation of plants	agriculture, irrigation, aquaculture, plantations, herding, pests and diseases affecting crops and livestock
biota	002	flora and/or fauna in natural environment	wildlife, vegetation, biological sciences, ecology, wilderness, sea life, wetlands, habitat, biological resources
boundaries	003	legal land descriptions	political and administrative boundaries, governmental units, marine boundaries, voting districts, school districts, international boundaries
climatology, meteorology, atmosphere	004	processes and phenomena of the atmosphere	cloud cover, weather, climate, atmospheric conditions, climate change, precipitation
economy	005	economic activities, conditions and employment	production, labor, revenue, business, commerce, industry, tourism and ecotourism, forestry, fisheries, commercial or subsistence hunting, exploration and exploitation of resources such as minerals, oil and gas
elevation	006	height above or below sea level	altitude, bathymetry, digital elevation models, slope, derived products, DEMs, TINs
environment	007	environmental resources, protection and conservation	environmental pollution, waste storage and treatment, environmental impact assessment, monitoring environmental risk, nature reserves, landscape, water quality, air quality, environmental modeling
geoscientific information	008	information pertaining to earth sciences	geophysical features and processes, geology, minerals, sciences dealing with the composition, structure and origin of the earth's rocks, risks of earthquakes, volcanic activity, landslides, gravity information, soils, permafrost, hydrogeology, groundwater, erosion
health	009	health, health services, human ecology, and safety	disease and illness, factors affecting health, hygiene, substance abuse, mental and physical health, health services, health care providers, public health
imagery, base maps, earth cover	010	base maps	land/earth cover, topographic maps, imagery, unclassified images, annotations, digital ortho imagery
intelligence, military	011	military bases, structures, activities	barracks, training grounds, military transportation, information collection
inland waters	012	inland water features, drainage systems and characteristics	rivers and glaciers, salt lakes, water utilization plans, dams, currents, floods and flood hazards, water quality, hydrographic charts, watersheds, wetlands, hydrography
location	013	positional information and services	addresses, geodetic networks, geodetic control points, postal zones and services, place names, geographic names
oceans	014	features and characteristics of salt water bodies (excluding inland waters)	tides, tidal waves, coastal information, reefs, maritime, outer continental shelf submerged lands, shoreline
planning cadastre	015	information used for appropriate actions for future use of the land	land use maps, zoning maps, cadastral surveys, land ownership, parcels, easements, tax maps, federal land ownership status, public land conveyance records
society	016	characteristics of society and culture	settlements, housing, anthropology, archaeology, education, traditional beliefs, manners and customs, demographic data, tourism, recreational areas and activities, parks, recreational trails, historical sites, cultural resources, social impact assessments, crime and justice, law enforcement, census information, immigration, ethnicity
structure	017	man-made construction	buildings, museums, churches, factories, housing, monuments, shops, towers, building footprints, architectural and structural plans
transportation	018	means and aids for conveying persons and/or goods	roads, airports/airstrips, shipping routes, tunnels nautical charts, vehicle or vessel location, aeronautical charts, railways
utilities, communication	019	energy, water and waste systems and communications infrastructure and services	hydroelectricity, geothermal, solar and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electricity and gas distribution, data communication, telecommunication, radio, communication networks