



Front Range Roundtable Implementation Team Mapping Project GIS Data Protocol

Updated 09/28/11

Accessing the online file folder:

www.onlinefilefolder.com

login: roundtable

password: please obtain from Roundtable facilitators by emailing

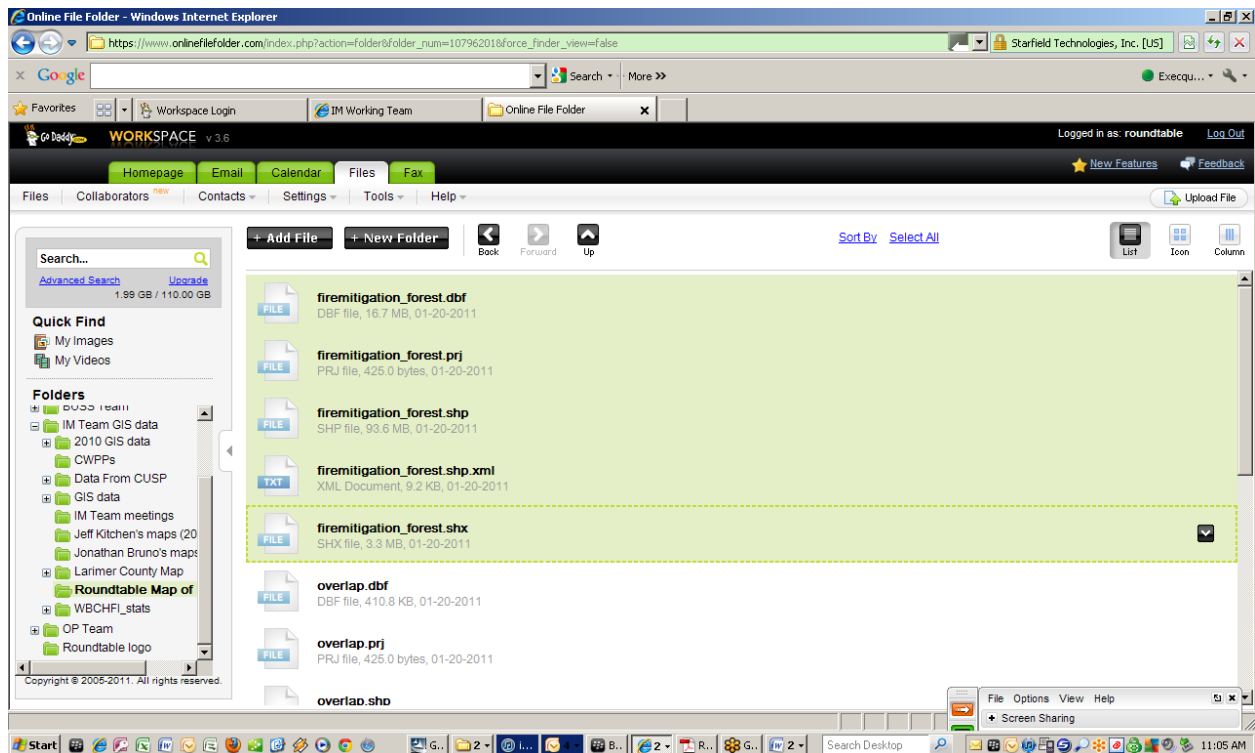
kendall@behconsulting.com or gali@behconsulting.com

You can upload multiple documents at once, but only to a limit of ~ 50 MB at a time

File types

1.) All files submitted should be shape files. **Metadata is desired (if it's not included, the Roundtable users will add it).** Metadata should include the purpose of the data, why it was created and how, your organization name and contact info.

Five files in green below make up one shape file. All data files that make up one shape file should be submitted in one folder (can be as few as 3 or as many as 7 data files, if they are put in one **layer** then you no longer have to manage multiple files. A layer puts everything into a geodatabase. free-Arcview cannot create shapefiles)



2.) If multiple sets of data were used to create a single analysis, please **create a layer file with symbology for a map and also include PDF of final map for verification**

3.) Supplying a **map package (.mpk)** is a plus but should not be in place of a shape file. (The mpk saves time for some users, but not all users can access it due compatibility issues.)

4.) Make sure all files submitted have a standard projection file (.prj): **UTMNAD83 Zone 13 North Meters**

File naming

Use descriptive names for the files as much as possible.

File submission/foldering

Folders for each entity with a "README for [name of shapefile]" (this is not the metadata but just background information for non-GIS users):

1. Name and contact info of the submitter
2. Data sources, if you got the data from a clip, join, intersection, etc.
3. Other info as needed (it will be added to the metafile by next Roundtable user)

1. All projects should be named with a common vocabulary. (Values at Risk, WBCHFI mapping),
2. All associated files should be in one file folder.
3. Revisions should be submitted in a different file folder but within the same project.
4. Filing/Foldering by project name
5. Include any queries (*.exp), clips (e.g. ,include "clip" in file name as well as file clipped from), joins (e.g., include "join" and file names joined)

5.) If files are larger than 100 MG please place on a cd and mail directly to the following address:

Attn: Debbie Mowery-Evans
Beh Management Consulting, Inc.
1107 12th St. #134
Boulder, CO 80305