DATA CLIP POLICY

APPROVED BY THE AZSITE CONSORTIUM BOARD 11/17/2020

Introduction

AZSITE makes cultural resources data available, including archaeological site boundaries and detailed attributes, to fee-paying users by the following methods:

1. The AZSITE Attribute Search web application
2. The AZSITE Member Mapping web application
3. The Mercator ArcGIS Server

In addition, fee-paying users are entitled to request extracts of AZSITE geospatial and attribute data (data clips) from the AZSITE Manager at no additional charge. Users may complete and submit to the AZSITE Manager a Data Clip Request Web Form indicating which geospatial and detailed attribute data are requested, and the desired format of the extracted data.

AZSITE staff fulfills requests as quickly as possible in the order they are received. The time required for Data Request fulfillment should not exceed twenty business days except in special cases as described below. No data from Tribal lands are included in data clips.

Data Standards

1. Requests must include a study area boundary as described on the Data Clip Request Web Form.
    a. A verbal description or sketch of the study area is inadequate except in extenuating circumstances as negotiated with the AZSITE Manager.
    b. Geometries are accepted in Esri shapefile, Esri geodatabase feature class, AutoCAD drawing exchange format, GeoJSON, GeoPackage, or SpatiaLite formats.
    c. The study area boundary provided should be projected to NAD83 UTM Zone 12N.
    d. AZSITE staff may ask the requestor to convert study area boundaries provided in a different coordinate system or file format.
        i. Requestors requiring assistance with projections and conversion should note this when submitting their request.

2. Data clips are currently being delivered in two formats:
    a. Shapefiles for geospatial data; Microsoft Access database for detailed site and project attributes.
    b. File geodatabase with feature classes for geospatial data and related tables for detailed site and project attributes.
    c. Additional data delivery formats may be developed and made available as is practical for AZSITE staff and useful for AZSITE users.

Data Security

1. Delivery
    a. Data clips will be delivered using the AZSITE Secure File Transfer Protocol (SFTP) Site.
    b. Data clips will be delivered in a compressed folder (.zip) that is password-protected with the requestor's AZSITE password.
    c. Detailed instructions for claiming data will be provided to the requestor when data are delivered.

2. Storage
    a. Data clips should be managed by AZSITE users according to the policies described in the AZSITE User Agreement, specifically:
        i. Data must be protected by placing it on a standalone drive or workstation or a firewalled workstation to prevent unauthorized access.
        ii. Data must be stored in password-protected files.
        iii. Data must not be stored or transmitted via cloud services such as ArcGIS Online, Dropbox, Google Drive, Microsoft OneDrive, Box, or similar services.
        iv. Government agencies may store AZSITE data on a central server provided it is password-protected and internal policy limits access to those with AZSITE accounts.
        v. Extracted data will be deleted by the requestor upon completion of related work activities.

Data Volume

1. AZSITE staff will fulfill data clips totaling less than 1,000 sites and/or projects for fee paying users within twenty business days of receipt.
   a. Users are advised that study areas larger than approximately 50,000 acres are more likely to reach this threshold; smaller research areas in heavily surveyed portions of the state may also exceed this threshold.
   b. The 1,000-data unit threshold is based on the maximum number of features Mercator ArcGIS Server users may select at a time.

2. Fee paying AZSITE users with current annual accounts may request data clips totaling more than 1,000 sites and/or projects. These large requests are not available to 30-day users and require approval by the AZSITE Consortium Board (the Board) at a quarterly meeting. AZSITE staff will notify the requestor if their request falls into this category.
   a. AZSITE staff will ask the requestor to provide a brief summary of their request, including:
      i. the purpose of the project;
      ii. the intended use of the data; and
      iii. a data management plan.
   b. AZSITE staff will present the request to the Board at their next meeting.
      i. If the requestor needs the request fulfilled before the next quarterly meeting to complete their work in a timely fashion, they may ask the AZSITE Manager to request a special meeting of the Board.
   c. AZSITE staff will deliver data as described above within twenty business days of Board approval.
   d. The requestor consents that site boundaries represented in AZSITE are administrated by the agencies issuing the site numbers, and as such will not be modified or represented in modified form by the requestor without consultation with these agencies and AZSITE.