

**NOTICE AND AGENDA OF MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
DATA COMMITTEE – Data Sharing Workgroup**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the public that the Arizona Geographic Information Council will hold a meeting open to the public.

**Meeting Time:**

Wednesday, January 17, 2024, at 3:00 pm – 4:00 pm

**Meeting Locations:**

Call-in Only – google meet

**Web and Tele-Conference Information:**

Google Meet joining info

Video call link: <https://meet.google.com/pca-esvx-wqv>

Or dial: (US) +1 650-817-8887 PIN: 364 663 594#

More phone numbers: <https://tel.meet/pca-esvx-wqv?pin=2285007570583>

**Table 1: Committee Members**

<b>Member</b>	<b>Agency/Company</b>
Jenna Leveille	AZ State Land Dept
Steve Whitney	Pima County
Kasey Green	AZ State Land Dept
Veronica Nixon	AZ Dept of Water Resources
Julie Mikolajczyk	AZ Dept of Environmental Quality
Howard Ward	TerraSystems SW
Jeff Wolkove	ADOA ASET

This meeting was recorded. The video can be viewed here:

<https://drive.google.com/file/d/1InsefY2ldS7pun5abErFtTuH20ZR2jsk/view?usp=sharing>

Attendees: Brain Brady, Steve Whitney, Julie Mikolajczyk, Veronica Nixon, Jenna Leveille, Jeff Wolkove, Kasey Green, Howard Ward

Items on the agenda may be heard out of order. The Committee may discuss and act on the following items. The agenda of the meeting is as follows:

3:00 pm (3:04) Call to Order and Introductions

3:05 pm Approval of [December](#) meeting minutes; Jenna motioned, Howard seconded. Passed unanimously.

3:07 pm Review and discuss suggested updates/changes to the [2019 Data Sharing Guidelines document](#)

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Jenna brought up the organization of the document and the need to change our approach. One suggestion is to pull the sections out into separate docs. For today, we will review the document as is and then determine best next steps for the next meeting. The group reviewed and discussed updates that were worked on.

Custodianship – reviewed changes; group agreed to reference AZGeo Advisory document on ‘authoritative’ data. Discussion on owner & sharing someone else’s data; need to include proper procedures for sharing authoritative data & referencing the source. Reference the State data dictionary (<https://aset.az.gov/sites/default/files/2022-04/P4400%20Data%20Governance%20Organization%20Policy.pdf>) for definitions. Steward, managers, data domain stewards rather than custodian.

Metadata – cleaned up language & added guidance for end users; added documentation from AZGeo. Added examples and special considerations for some items – i.e. projections

Citations – include source information (AZGeo metadata standards)

Fitness for use – Reference state policy on data quality (<https://aset.az.gov/sites/default/files/P4460%20Data%20Governance%20Data%20Quality%20Policy%202020-10-22%20signed.pdf>)

Data Sensitivity – classification rather than levels; didn’t finish – pick back up next time; reference state policy: [https://azdohs.gov/sites/default/files/p8110-data-classification\\_0.pdf](https://azdohs.gov/sites/default/files/p8110-data-classification_0.pdf)

Action items: review sections that have been revised, Jenna to re-organize the document into sections, continue assignments

3:55 pm      Information or Topics for Future Meetings **None**

4:00 pm      **(3:57)** Adjourn

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1110 West Washington Street, Phoenix, AZ 85007.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting the ADA Coordinator at (602) 542-2629. Requests should be made as early as possible to arrange the accommodation

Members of the Committee will attend either in person or by telephone conference call.

Questions regarding the meeting may be referred to Jenna Leveille at 602-364-3747.

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This agenda will be posted at Arizona State Land Department, Arizona Geographic Information Council Website, 1110 W. Washington St, Phoenix, AZ 85007 by Jenna Leveille on 24 hours prior to meeting.