



CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES
120 WASHINGTON STREET, 4TH FLOOR
TEL. (978) 745-9595 EXT. 5671
FAX (978) 745-0349

KIMBERLEY DRISCOLL
MAYOR

TRILLIUM T. LEVINE
GIS ADMINISTRATOR

GIS DATA DISTRIBUTION POLICY

Purpose:

The City of Salem (the City) provides access to geographic information systems (GIS) data to allow the public more effectively access, maintain and analyze geographic information. The purpose of this policy is to provide a process for public access to both information contained in the City's GIS and map and data products developed by that system. For a list of available data, please see the GIS Data Layer Inventory.

Digital and hard copies of City GIS data are accessible to the public for a nominal fee in compliance with the Commonwealth of Massachusetts Public Records Law. For more information concerning the fees associated with available GIS data, see the GIS Data Fee Schedule.

Only those records deemed public records under the Public Records Law shall be made available to the public. Public records are hard copy or digital information that have been developed or produced in the normal course of activity for the operation and conduct of the City's government. In accordance with this definition, public records are information already in existence and will be provided to a requestor in the form that the information is stored and maintained during the day-to-day operation of the City GIS. If this data format is not acceptable to the requestor, another form may be obtained according to the attached fee schedule. This fee shall be equal to a minimum of the cost of work time for the GIS Administrator for a minimum of one hour. If the request requires more than one hour, additional fees shall be applied in increments of this hourly rate.

Certain types of GIS data are exempt from the requirements of the Public Records Law, and shall be made available at the discretion of the City Engineer. Please consult the attached GIS Data Layer Inventory for a list of these layers.

Policy Standard & Disclaimer:

The City of Salem makes every effort to ensure that the GIS data it maintains is as accurate as possible. However, requestors must be aware that data may contain errors and/or omissions and shall not be considered a legal document. Therefore, the City shall not be held liable for any errors in the data provided as a result of a data request. This shall include: errors of omission or commission; errors concerning the content of the data; and the relative positional accuracy of the data. The user of any data acquired from the City is advised to verify any information, based upon his or her personal inspection, before relying on the data. Accordingly, the City cannot be responsible for any damages, direct or consequential, which may occur as a result of the use of this information. This data may not be used for resale or commercial purposes, or used to create data for resale or commercial purposes.



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Information Request Procedure:

All requests for digital data and hard copy maps must be made to the City's GIS Administrator. Requestors must identify the data layer(s) requested using the supplied GIS Data Request Form. In addition, the requestor must sign this form to acknowledge agreement with this policy and return it to the City GIS Administrator before the requested data may be released.

Upon receipt of the data request and a signed Data Request Form, a cost estimate and anticipated completion date shall be provided. Pursuant to the Massachusetts Public Records Law, the City shall supply the requested data within a 10-day period, unless otherwise noted. If the City is unable to process the request as submitted, the City will notify the requestor as soon as possible. Custom map and data requests that shall require additional processing shall be reviewed by the GIS Administrator on a case-by-case basis and will be prepared on a time available basis.

To ensure that the primary services and functions of the City are protected, the Corporate Counsel, GIS Administrator, or his designee, may deny the request on the basis of resource availability or specify an alternative time-frame or process for fulfilling the request.

I, the undersigned, understand and agree to the above terms and conditions of the City of Salem GIS Data Distribution Policy:

Signature: _____

Date: _____

Name: _____



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GIS Data Layer Inventory*

Cadastral:

- Parcels
- Frontage
- Easements
- Assessor map index grid

Political:

- Voting stations

Aerial Photography:

- 40-scale orthophotography, April, 2004

Infrastructure:

- Sewer**
- Building Footprints
- Water Distribution System**
- Drainage/Stormwater System**

Open Space:

- Parcel-based open space

Public Safety

- Drug-free Zones
- Fire Hydrants**

Transportation Infrastructure

- Street Centerlines
- Parking Meters
- City Parking Lots
- Emergency Snow Storage Lots
- City Bike Path
- Edge of Pavement
- Street Islands
- Street Sweeping and Snow Plow Routes

Zoning

- City-wide Zoning

* This data is in addition to what is publicly available from MassGIS, which is not listed here. MassGIS data can be acquired at <http://www.mass.gov/mgis/>

** This data is available on a case-by-base basis at the discretion of the City Engineer.



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GIS Data Request Fee Schedule

Please Note:

- Fee schedule as of November 21, 2008. Pricing may change without notice.
- As indicated below, a rate equivalent to a minimum of the cost one hour of work time by the GIS Administrator shall be applied to each request. Should the request take longer than one hour, additional one-hour rate increments shall be added as applicable.
- The City offers a 50% discount to students and educational institutions. Written proof required thereof.

Fee Schedule:

- | | |
|--|--------------------|
| • Minimum 1-hour rate (to apply to all data requests): | \$30.00 |
| • All data layers not generated by MassGIS: | \$20.00 |
| • Custom map and data generation: | \$50.00 / hr |
| • CD of complete assessor map set: | \$35.00 |
| • CD of City-wide 40-scale aerial photography: | \$35.00 |
| • Hard Copy Maps – Price / page: | |
| ○ 8 x 11.5" | \$3/page |
| ○ 11 x 17" | \$5/page |
| ○ 24 x 36" | \$40/page |
| ○ 36 x 36" | \$50/page |
| ○ Custom size | Price upon request |



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KIMBERLEY DRISCOLL
 MAYOR

Data Request Form

Requested By:	Date:	Phone No.:
Organization:	Email:	
Address:		
Total Cost (if paying by check, please make payable to: City of Salem):		

GIS Data Requested (See data inventory)	Area Specified (City-wide is default)	Unit Price	Production Cost	Data Format (ESRI Shapefile or hard copy map)	Subtotal
Total:					\$

*Please return this form and your payment in full to:
 City of Salem, Attn: GIS, 120 Washington St., 4th Floor, Salem, MA 01970*

Received on:	Initial:	Processed on:	Initial:	Delivered on:	Initial:
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