



GIS Data Sharing Policies & Procedures

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1 Data Sharing Principles

The City of Chicago creates and maintains extensive GIS databases to support citywide operations. This data is not subject to FOIA requests, per State of Illinois Bill 1706. Therefore, the distribution of GIS data to external entities, including commercial, educational, not-for-profit, and governmental organizations, is at the prerogative of the City of Chicago.

Data will be shared with external entities based on the following criteria:

- Wherever possible, direct requestors to publicly available internet sources of map information
- Distribution of data should not incur a threat to security
- Only geographical subset area will be distributed, not entire data sets
- Most attribute data will be removed prior to distribution
- Distribution should be made in the form of images or shapefiles
- Only data that is created by the City of Chicago may be shared. Data obtained from other governmental or licensed sources may not be distributed externally.
- The authoring / business owner of the information shared must be consulted and notified.

On a limited basis, some special organizations will have access to larger sets of data in database formats. These cases are the following:

- Subcontractors working for the city, that require the data to complete City of Chicago work.
- Public Utilities where a data sharing agreement has been established with the City of Chicago.
- Governmental entities where an Intergovernmental Agreement has been reached.

Additional resources regarding the City of Chicago GIS Data Policies can be obtained at <http://www.cityofchicago.org/gis> in the GIS Data / Data Sharing section.

2 Data Request Process

2.1 Initial Contact / Request

Received by a non-BIS Department

When contacted by an outside entity with a request for data, please refer the requestor to the BIS / GIS Division for processing. You may give the requestor the following email as contact information:

GISTeam@cityofchicago.org

Received by BIS / GIS Division

1. Requests received will be logged prior to initial contacts. The log will be posted periodically on the GIS Intranet Site. The log will note the contact information, organization, data requested, purpose, data requested, and action status.
2. If not already received, an **Information Request Form** will be forwarded to the requestor along with the applicable **Limited Use Agreement** with the Initial Contact Letter text noted in the appendix.

2.2 Evaluation of Request

1. Upon receipt, information from the form will be added to the entry in the Request Log.
2. The administrator may use the following steps to validate the legitimacy of the organization requesting the data:
 - Review of website
 - Review of FEIN / SSN against CDB Organization lookup
 - Review of FEIN / SSN against Federal or Illinois sources
 - Lookup of Dun & Bradstreet Number
3. The GIS Manager will review the request based on the criteria defined in section one.
 - Review basic sharing criteria
 - Contact data owner or related City of Chicago contact
 - Make determination

2.3 Response to Request

Approved Request – Basic Data

The GIS Manager will assign the request to a GIS team member designated at the “data distributor”. The GIS technologist will clip the geographical area requested and save the data as a shapefile. Other than basic identifier keys, attribute data will be removed. These files will be emailed (size permitting) to the original requestor.

The status of the request will be updated in the log.

Approved Request – Extensive Data

- The administrator will forward a Limited Use agreement to the requesting party for signature.
- Upon receipt of signed use agreement, a GIS technologist will extract the data as specified and send it to the requestor. Only the requested attributes will be included.
- The status of the request will be updated in the log, including the expected return date, where applicable.

Rejected Request

The rejection letter will be sent to the requestor.

3 Resources

3.1 Contacts

General Contact Information for
external requestors

GISTeam@CityofChicago.org
312-744-4393

FOIA Processing / Law Dept

Jennifer Hoyle 312-744-1575

3.2 Intergovernmental Data License

The downloadable form is available at:

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/Data_License_Government.doc

3.3 Public Data License

The downloadable form is available at:

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/Data_License_nonGov.doc

3.4 Downloadable Data

The GIS Division posts snapshots of some popular and non-sensitive data layers on the public website. These layers may be downloaded for private use without a data sharing license. These downloads can be found at:

<http://www.cityofchicago.org/gis> under the "GIS DATA" section.