

## **Procedures for Amending GIS Standards in Oregon**

### Introduction

As standards are endorsed and implemented, they become living documents needing periodic review by the community of data sources and consumers. Each aspect must remain fully relevant, workable and serving the intended purpose. This document describes the process for amending a GIS standard in Oregon. Guidelines for preserving revision history (attached) supplement the process.

### Initiating an Amendment

An issue or improvement for the existing standard will usually be identified by someone in the particular community of interest to the appropriate Framework Implementation Team (FIT), through the overall FIT Chair, or through another member of the Geospatial Enterprise Office (GEO). Depending on the nature or number of changes identified, two approaches are available.

### Process for Minor Amendments

What is a minor amendment? Here are some examples:

1. Clerical changes providing clarity, correction, or consistency.
2. One or two details of process or data model designed to improve existing product or result.
3. Changes in organization, paragraph headings, terminology or legal or bibliographic reference.

The process for a minor amendment is set forth below:

1. Discuss issues and proposed changes with the appropriate FIT group.
2. Incorporate recommended changes into existing standard, indexing the version number (minor update would index the number after the dot, e.g., v1.3 to v1.4), with a notation in the revision history. Preserve changes or describe them with sufficient specificity.
3. The revised Standard will then be published on GEO's standards Web page. GEO and the relevant FIT group will announce the publication by posting messages to all the relevant listservers for a period of at least 30 days. During this period, comments and suggestions will be collected by the contact listed on the standard, usually the FIT theme lead. If none are submitted, the standard will be posted without further process.
4. If comments or suggestions are received, they will be brought to the relevant FIT group for consideration and possible incorporation. Any changes trigger another publication and comment period. Repeat as necessary until consensus is reached. At this time, the updated standard will be posted without further process.

### Process for Major Amendments

A substantive update encompasses all updates that cannot be categorized as minor. Examples include changing exchange formats, making significant changes to a data model, adding to the list of minimum attributes or changing optional items to required items.

When making substantive changes to a standard, follow the process set forth below:

1. Discuss issues and proposed changes with the appropriate FIT group. Make an effort to include additional participants from under-represented groups. This step will result in recommended changes.
2. Incorporate changes into existing standard, indexing the version number (major update would index the number before the dot, e.g., v1.3 to v2.0), with a notation in the revision history. Preserve changes for ease of review.
3. Publish the revised standard on GEO's standards Web page. GEO and the relevant FIT group will announce the publication by posting messages to all the relevant listservers for a period of at least 45 days. During this period, comments and suggestions will be collected by the contact listed on the standard, usually the FIT theme lead.
4. Any comments or suggestions will be brought to the relevant FIT group for consideration and possible incorporation. If further changes are made, this triggers another publication and comment period. Repeat as necessary.
5. When consensus is reached, the updated standard will be presented to the GIS community for approval. After approval, it will be placed on the Oregon Geographic Information Council's (OGIC) consent agenda for endorsement at the next quarterly meeting.

To submit comments or suggestions about this document, contact Gail Ewart, GEO, GIS Business Analyst at [gail.ewart@state.or.us](mailto:gail.ewart@state.or.us), or call 503-378-3157.

## **Guidelines for Reciting Revision History Oregon GIS Standards**

As standards have been developed and endorsed, most efforts have recorded the date and occasion of revisions to the standard on the coversheet. This practice can provide valuable information but will benefit from consistent practices. The guidelines below will assist the preservation of revision history and clarify the implementation details.

### Pre-endorsement Revision History

When developing a standard for the first time, track revisions to the draft on the coversheet. Begin with version 0.1, which is frequently a straw man. Preface the revision history list with “Pre-endorsement Revision History” on the cover sheet. It is strongly preferred that the list of revisions coincide with the version number of the draft standard document (0.2, 0.3, etc.). Use the pre-endorsement revision history to describe the development of the standard in the appropriate paragraph of the document (usually section 1.5).

### Post-endorsement Revision History

After OGIC endorses a standard for the first time, the version becomes 1.0. A statement reflecting endorsement replaces the pre-endorsement revision history on the coversheet: “Endorsed by Oregon Geographic Information Council on [date].”

Subsequent amendments (minor or major) will index the version number as set forth in the *Procedures for Amending GIS Standards in Oregon*. Capture the revision history for major updates on the coversheet. Revision history for minor amendments may be captured on the coversheet but should be identified as such. Add additional date(s) of endorsement to the coversheet whenever renewed endorsement occurs. Describe the process for major amendments in the standard development paragraph to keep it current.

### Future Considerations

It may be necessary to sweep or consolidate revision history on the coversheet as histories lengthen. Alternatively, revision history may be preserved in an appendix to the standard.