

Address Authority Outreach and Support for Data Sharing Efforts Pilot Regional Office Participation Procedures 9/10/2012

Pilot Overview

The Address Authority Outreach and Support for Data Sharing Efforts Pilot originated from the Address Summit that took place in September 2011. The goal of the pilot is to research and develop an approach to identifying and creating an inventory of address authorities to facilitate address data sharing activities and provide guidance on handling legal and policy data sharing issues at the local level.

Your role is to use the tools provided to locate the Address Authority(ies) within a GU, record their contact information and some high-level information about their address file(s), and then send that information to the pilot team staff listed below. The Address Authority pilot team will tabulate and analyze the data you captured, and write an analysis of the pilot, including recommendations for implementation.

Procedures

To provide assistance with your role, we are providing the following documents:

1. Locating the Address Authority by Department Type for a Level of Government (Locating the AA_RO.pdf)
2. Locating the Address Authority through the GIS Inventory and the GPP (Locating the AA_RO.pdf)
3. Address Authority Questionnaire (AA_RO_Questionnaire.docx)
4. List of GUs to contact (AA Pilot_External Partners list _RO.xlsx)

Use the "RO list" tab in the "AA Pilot_External Partners list_RO.xlsx" spreadsheet to determine your universe of entities. Follow the steps in the "Locating the Address Authority through the GIS Inventory and the GPP" flow chart to help you get started and to complete the questionnaire. Complete the questionnaire "AA_RO_Questionnaire.docx" for each government assigned to you. Also, refer to the "Locating the Address Authority by Department Type for a Level of Government" flow chart to help lead you to the AA if the AA is not the liaison contact listed in the GPP nor GIS Inventory.

If an entity has more than one type of address layer, fill out a separate questionnaire for each layer. Also, if an entity has more than one Address Authority (AA), complete a separate questionnaire for each AA. For question 13, regarding the use agreement/legal document, only determine if the entity has a use agreement or not; and not the details of the use agreement/legal document. However, if the partner offers more information, you may enter that information in the "Additional Information" question of the questionnaire.

You must enter all responses into the Questionnaire MS Word document. Apply the following nomenclature to each questionnaire: [entity id]_[AA's last name]_[layer name]_[mmdyyyy].docx

File naming examples:

one AA, one layer: CO24003_smith_parcel_08172012.docx

one AA, 2 layers: CO24003_smith_parcel_08172012.docx

CO24003_smith_address points_08172012.docx

2 AAs, 2 layers: CO24003_jones_parcel_08172012.docx

CO24003_franklin_address points_08172012.docx

Attachment I

Email the completed questionnaires to Chris Stephenson and Kathy Wimbish no later than September 26, 2012.

Please contact Chris or Kathy with any questions regarding the pilot.