

SECTION 4:
Administrative
Policies
and Procedures

Geographic Information System (GIS) Policy

I. PURPOSE

To establish policy and procedure guidelines for the public distribution of the Orange County Local Agency Formation Commission (“OC LAFCO) digital Geographic Information Systems (GIS) data and protect the Commission from any potential legal liability associated with the public release of such data.

II. POLICY STATEMENT

OC LAFCO maintains digital copies of the incorporated boundaries and spheres of influence for each of the cities and special districts in Orange County, called GIS data. OC LAFCO created this GIS data, which is considered public information. OC LAFCO maintains and uses the GIS data as part of its analysis for OC LAFCO-related projects.

III. DEFINITIONS

For the purpose of clarity in this policy, the following terms are defined:

A. Geographic Information Systems Data

GIS data is generally digital data or information that identifies the geographic location of features and boundaries on earth. In this policy, the GIS data identifies the boundaries and spheres of influence of the cities and special districts within Orange County that are subject to OC LAFCO per the Cortese-Knox- Hertzberg Reorganization Act of 2000. GIS data may also include specific data (e.g., dates and projects titles) related to changes of organization or reorganization and sphere of influence updates.

B. Metadata

Information that describes GIS data. Metadata can include but is not limited to the following: contact information, database information, data accuracy, spatial projection, date of last update, and format of the data.

C. Shapefile Format

The shapefile is a popular GIS data format. OC LAFCO uses Environmental Systems Research Institute, INC. (“ESRI”) software to

display and manipulate shapefiles representing the boundaries and the spheres of influence for the cities and special districts within Orange County.

D. Spatial Projection

Spatial projection refers to any method of “flattening” the curvature of the earth and related geographic features to a two-dimensional plane. The standard spatial project used by OC LAFCO is State Plane VI North American Datum of 1983 (NAD83) in feet.

IV. DATA DISTRIBUTION PROCEDURES

A. Distribution Methods

OC LAFCO will use the following methods to make its GIS data publicly available. The following are subject to the restrictions described under the “Website Disclaimer” section:

1. Copies of the GIS data in shapefile format used by OC LAFCO may be provided as downloadable files upon request; and
2. Special requests for information, analysis, or data products associated with OC LAFCO’s GIS database, are subject to approval from the Executive Officer and the availability and capability of staff.

B. Website Disclaimer

The following disclaimer will appear on the OC LAFCO website (www.oclafco.org) and is intended to protect OC LAFCO from any legal liability resulting from the misuse or misrepresentation of the geospatial data made publicly available by OC LAFCO through this policy:

This policy and disclaimer applies to all forms of GIS data and information held by OC LAFCO, including, but not limited to, digital and hard copy maps, data and geographic information.

The data and information contained herein is reproduced from geospatial information prepared by OC LAFCO. OC LAFCO GIS data is developed and maintained solely for OC LAFCO business functions, and every effort has been made to ensure the accuracy of the data provided. However, the GIS information and data contained herein is not guaranteed to be accurate, complete or timely.

THE GIS DATA CONTAINED HEREIN IS MADE AVAILABLE ON AN "AS IS" BASIS. OC LAFCO MAKES NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER MATTER. OC LAFCO, ITS OFFICIALS, OFFICERS, EMPLOYEES, CONTRACTORS, OR AGENTS SHALL NEITHER ACCEPT NOR ASSUME ANY LIABILITY FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR ANY DAMAGES WHATSOEVER REGARDLESS OF THE CAUSATION FOR: (i) ANY ERRORS, OMISSIONS, OR INACCURACIES IN ANY GIS DATA AND INFORMATION PROVIDED HERE; AND/OR (ii) ANY ACTION OR INACTION OCCURRING DUE TO ANY PERSON'S MISUSE, MISINTERPRETATION, OR RELIANCE UPON THE GIS DATA AND INFORMATION PROVIDED HEREIN, EVEN IF OC LAFCO HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

OC LAFCO'S GIS DATA IS PREPARED FOR REFERENCE PURPOSES ONLY AND SHOULD NOT BE USED AND IS NOT INTENDED FOR SURVEYING, MAPPING, OR ENGINEERING PURPOSES. NO REPRESENTATION IS MADE CONCERNING THE LEGAL STATUS OF ANY APPARENT ROUTE OR ACCESS IDENTIFIED IN DIGITAL OR HARDCOPY MAPPING OF OC LAFCO'S GEOSPATIAL INFORMATION OR DATA. THESE MAPS AND DATA DO NOT SUPERSEDE OR REPLACE RECORDED DOCUMENTS, DEEDS AND/OR PLATS OF RECORD. USERS ARE SOLELY RESPONSIBLE FOR CONFIRMING DATA ACCURACY.

UPDATES & METADATA: OC LAFCO IS NOT OBLIGATED TO PROVIDE UPDATES TO DATA IN THE EVENT THAT NEWER VERSIONS BECOME AVAILABLE AND SHALL ONLY SUPPLY SUCH DATA UPON REQUEST AFTER SUCH DATA BECOMES AVAILABLE. OC LAFCO PROVIDES METADATA WHEN AVAILABLE THROUGH ESTABLISHED DISTRIBUTION MECHANISMS.

C. Redistribution

OCLAFCO will only distribute GIS data that is the property of OC LAFCO and will not redistribute any third-party data.

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Last Revised: Not Applicable