



BUTTE COUNTY ASSOCIATION of GOVERNMENTS

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MEMORANDUM

Date: August 19th, 2009

To: Butte GIS Working Group

Cc: Darren Inks, GIS Analyst – GIC

From: Brian Lasagna, Senior Planner - BCAG

Subject: Reporting GIS Base Data Errors Associated with BCAG GIS Maintenance Program

The purpose of this memorandum is to inform the Butte GIS Working Group members of the proper procedure for reporting GIS base data errors associated with the BCAG GIS maintenance program and examples of the types of errors that should be reported.

BCAG currently maintains a contract with the Geographical Information Center (GIC) at CSU, Chico to for the purpose of updating the road, address, and parcel GIS layers for the Butte County region. If your agency finds an error associated with any of these three layers, it should be sent via email to Darren Inks, GIS Analyst – GIC @ dinks@gic.csuchico.edu and include myself (blasagna@bcag.org) as a Cc.

When submitting an error please include the name of the layer in question (i.e. road, address, parcel), location of the error (i.e. parcel #, street, address) and a description of the error. Errors should be submitted as a text document or in MS Excel format, so that we may make notations on the action taken to correct the error when responding.

The types of errors that **can be** corrected under our existing contract include the following, designated by layer.

- Parcel – incorrect parcel number, splitting or merging error, missing parcel, slivers
- Address – missing, address no longer present at location, incorrect number or street name
- Roads – incorrect road placement or name (*public roads only*)

BCAG and its consultant will make every effort to correct the error and inform your agency of the type of action taken. In the case that the type of error submitted can not be corrected under our existing contract, we'll attempt to forward the info on to the agency responsible for maintaining that component – if one exists.

Please contact me if you have any questions regarding the information provided in this memorandum.

Thank you,

Brian Lasagna,
Senior Planner