

**Minnesota USDA SCA**  
**Geospatial Folders / Datasets Guidelines**



**June 27, 2006**

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**THIS IS A WORKING DOCUMENT**

**EXPECT PERIODIC UPDATES**

## BACKGROUND

Over the last several years the use of GIS has become well established throughout MN USDA. Nationally, the USDA has created guidelines for managing and naming geospatial data, resulting in a f:/geodata directory structure that has served the MN USDA GIS users well over the past few years. During that time, however, technology has changed and the number of GIS users has increased substantially. USDA programs that rely on GIS and GIS support staff have also expanded. During this process the State GIS Support team has become more aware of the needs of the users. Some things were working well and some were not.

This document has 2 purposes:

- a) Identifies the roles and responsibilities of the USDA State and Area GIS Specialists – from all agencies, as well as other key employees involved in the well being of the geospatial data housed in servers across the state; and
- b) More specifically defines the GIS data and directory structure in Minnesota by identifying the directories and file names for existing common geospatial dataset categories. This document is specific to Minnesota and, while following the National Geodata Manual Guidelines, excludes many of the “national” datasets that are not pertinent to Minnesota users.

There are a number of concerns that have been identified to make data access easier for the USDA users throughout Minnesota. The State Geodata Team (defined later) continues to strive to meet three primary goals to this effort:

Improve GIS Data Access:	Data needs to be accessible by a variety of users and software developers in a predictable and consistent fashion.
Improve Maintenance:	All data, applications, metadata and support information needs to be updated throughout computers on the USDA’s wide area network (Staff Office, Service Centers, and Area Offices).
Standardization:	All data collections will be stored and accessed the same way, throughout the Agency, regardless of network status and enabling anyone to port a project from office to office.

## INTRODUCTION

The Service Center Agencies (SCA), along with our partners, have established an enterprise geospatial system. This system consists of hardware [personal computers, network servers, Global Positioning Systems (GPS), field data collection devices, plotters, printers, and digital cameras], and software [Geographic Information Systems (GIS), GPS and camera software] supplied under the Common Computing Environment (CCE). Geospatial data [including GIS, GPS and digital imagery] is also a part of the overall system architecture.

In order to better support Service Center Agency program management, geospatial data management in the Service Centers has become a standard process under the guidelines presented in the [Manual for Managing Geospatial Datasets for Service Centers](#) and the [Standard for Geospatial Dataset File Naming](#). A wide range of geospatial data can be utilized to support agency programs. It will take a high level of organization, training, and support in the state to bring all users of GIS technology to a point where data is used correctly, decisions made on the basis of geospatial maps and data are sound, and the management of data is not overly burdensome.

## ROLES AND RESPONSIBILITIES FOR GEOSPATIAL DATA

The f:\geodata folder on the Service Center server will be used by USDA partners and employees to perform services and functions in the Service Center, including:

- ❖ Sharing information with co-workers and partner agencies.
- ❖ Providing a staging area for downloading and delivering nationally-developed and state-developed Geospatial data and making the data accessible to all GIS users.
- ❖ Providing a place to store spatial data that is to be backed-up on a regular basis. Backup processes will focus on data that is locally updated.
- ❖ Sharing data with Conservation Districts, outside agencies, state and local governments, other USDA agencies and partners, etc.

In order to manage the shared *f:\geodata* folder to meet the business requirements of all three agencies (NRCS, FSA and RD) employees are assigned to user groups that establish read-only (R/O) or read and write (R/W) permissions to the subfolders in the *f:\geodata* folder depending on the employee's duties and responsibilities and the type of data. The administrative tasks to maintain the user groups and permissions will fall on the IT staff and State Geodata Administrators in each state. **NRCS suggests that the f:\geodata folder be copied to the c:\geodata folder. NRCS employees should work with their Area GIS Specialists for guidance on exactly which datasets to copy down.**

## **GEODATA ADMINISTRATORS**

Currently in Minnesota, there are two primary groups: State Geodata Administrators (SGA's) and Local Geodata Administrators (LGA's).

### 1. **State Geodata Administrators (SGAs)**

The following employees have been designated as SGAs:

#### **SGA's:**

Jeff Bloomquist (FSA)

[Jeff.bloomquist@mn.usda.gov](mailto:Jeff.bloomquist@mn.usda.gov)

Banette Kritzky (NRCS)

[Banette.kritzky@mn.usda.gov](mailto:Banette.kritzky@mn.usda.gov)

Ron Omann (RD)

[Ron.omann@mn.usda.gov](mailto:Ron.omann@mn.usda.gov)

#### **Backup SGA's:**

Scott Kapphahn (FSA)

[Scott.kapphahn@mn.usda.gov](mailto:Scott.kapphahn@mn.usda.gov)

Danielle Evans (NRCS)

[Danielle.evans@mn.usda.gov](mailto:Danielle.evans@mn.usda.gov)

The SGA responsibilities include:

- ❖ The ability to add, update, and delete folders and files under the *f:\geodata* folder; **except for those restricted folders as stated in the official national Geodata Manual.**
- ❖ Maintains and monitors the currency of a statewide master dataset for data for their SCA and can refresh national or state developed datasets as appropriate.
- ❖ Maintains the security and integrity of the data.
- ❖ Ensures backup of the data, as appropriate, to on-site and off-site locations
- ❖ Is a member of the State Geodata Team.

### 2. **Local Geodata Administrators (LGAs)**

- a) One designee has been appointed from every SCA in Minnesota as well as Brenda Zachman from the State Office.

Each LGA has the authority to maintain the content and integrity of data files and folders under the shared geodata directory, **except for those restricted folders stated in the official national Geodata Manual.** LGAs can only access the Service Center server assigned to them, and will receive training provided by the SGAs on geodata management and administration. It is the SCA Management's responsibility to assign/reassign members to the LGA's group

The SCA LGA Responsibilities include:

- ❖ Has the ability to add or update folders and files under the *f:\geodata* folder **except for those restricted folders stated in the official national Geodata Manual.**
- ❖ Can monitor the currency of local data files and in coordination with the State Geodata Administrators and can refresh national or state developed datasets as appropriate.
- ❖ Assists with the maintenance and the security and integrity of the data.

- b) In addition, the following NRCS Area GIS Specialists have also been designated as LGAs for their Area Offices as well as backup LGAs for SCAs for the counties within their area boundaries:

Area 1 - Matt Baltes

[matthew.baltes@mn.usda.gov](mailto:matthew.baltes@mn.usda.gov)

Area 2 – Bill Marken

[william.marken@mn.usda.gov](mailto:william.marken@mn.usda.gov)

Area 3 – Kristy Baross

[kristy.baross@mn.usda.gov](mailto:kristy.baross@mn.usda.gov)

Area 4 – Martin Goettl

[martin.goettl@mn.usda.gov](mailto:martin.goettl@mn.usda.gov)

Area 5 – Beth Collins

[beth.collins@mn.usda.gov](mailto:beth.collins@mn.usda.gov)

Area 6 – Shawn Weick

[shawn.weick@mn.usda.gov](mailto:shawn.weick@mn.usda.gov)

Area 7 – Christiane Roy

[christiane.roy@mn.usda.gov](mailto:christiane.roy@mn.usda.gov)

At this time, Area GIS Specialists have read/write (R/W) permissions to the **f:/geodata folders in all county service center offices within their Area.**

The Area GIS Specialists as LGAs responsibilities include:

- ❖ Same as LGAs identified above, and
- ❖ Ensures backup of the data, as appropriate, to on-site and off-site locations for NRCS purposes.

### 3. **State Geodata Team**

The State Geodata Team is comprised of the State Geodata Administrators (listed above) as well as representatives from the ITS group. Currently, this group includes:

- ❖ Jeff Bloomquist (FSA) – State FSA SGA
- ❖ Banette Kritzky (NRCS) – State NRCS SGA
- ❖ Ron Oman (RD) – State RD SGA
- ❖ Danielle Evans (NRCS) – backup State SGA
- ❖ Scott Kaphahn (FSA) – backup State SGA
- ❖ Rich Dougherty – ITS
- ❖ Lisa McDonald (FSA) – FOIA issues

The duties associated with this Team include:

- ❖ Approve / disapprove requests to add “Local” datasets
- ❖ Approve / disapprove requests to add new folders / subfolders
- ❖ Approve / disapprove requests for any Permission changes to folders or user groups
- ❖ Identify consistent problems within the National Manual and submit requested changes to the National Geodata Management Team (e.g., addition of a new user group)

Anyone experiencing any of the above concerns or problems should feel free to contact their agency’s representative on the State Geodata Team. Also, NRCS field staff can feel free to contact their Area GIS Specialist.

### 4. **Three New Groups:** a) has been approved on a national level, b) is approved for Minnesota, and c) has not yet been approved for use in Minnesota: the NRCS Geodata Administrators and FSA Geodata Administrators.

#### a. **State User Group:** (separate group for each Agency) – to be released by Summer, 2006.

This group is open to anyone needing access to a large range of service center geodata folders. Examples would include: a) wildlife, b) grazing, and c) nutrient management specialists. Anyone wanting to be included in this group should contact their agency’s State Geodata Administrator.

The following two groups consist of the following employees and have **Read/Write** permissions to the listed folders:

#### b. **NRCS Geodata Administrators:** All seven (7) NRCS Area GIS Specialists (see #2b above for names).

- |                          |                           |                       |                      |
|--------------------------|---------------------------|-----------------------|----------------------|
| • air_quality            | • elevation               | • hydrologic_units    | • topographic_images |
| • climate                | • endangered_habitat      | • land_use_land_cover | • transportation     |
| • cultural_resources     | • environmental_easements | • ortho_imagery       | • wetlands           |
| • conservation_practices | • geology                 | • project_data/nrcs   | • wildlife           |
| • ecological             | • hydrography             | • soils               | • zoning             |

#### c. **FSA Geodata Administrators:** (FSA State Office)

Brenda Zachman [brenda.zachman@mn.usda.gov](mailto:brenda.zachman@mn.usda.gov) ; Alexander Dubish [alexander.dubish@mn.usda.gov](mailto:alexander.dubish@mn.usda.gov)

- |                              |                           |                          |                    |
|------------------------------|---------------------------|--------------------------|--------------------|
| • cadastral                  | • conservation_practices  | • imagery/fsa_compliance | • ortho_imagery    |
| • common_land_unit           | • disaster_events         | • land_site              | • project_data/fsa |
| • common_land_unit/fsa_clu   | • environmental_easements | • land_use_land_cover    | • transportation   |
| • common_land_unit/other_clu | • imagery                 | • measurement_services   | • zoning           |

**See Appendix B for a complete listing of all Permissions Groups.**

## RESTRICTED GEODATA FOLDERS

The following folders are considered **RESTRICTED** folders (most of which are “subfolders”), according to the National Geodata manual. Folders in red are considered “Sensitive” folders and have very limited access by FSA staff only.

Subfolder Name	Examples of Files in the Subfolder	Groups with Access to the folder <b>F = Full; R = Read Only</b>
f:\geodata		1, 2, 11 – F  6, 12, 13, 14, 15 - R
common_land_unit \ fsa_clu	clu, crp, wet	4, 11 – F,  1, 2, 7, 8, 9, 12, 13, 14, 15 – R
disaster_events	disaster_type	1, 2, 3, 11 – F,  6, 12, 13, 14, 15 – R
<b>disaster_events \ fsa_facilities</b>	ffl, ffsfl	5, 11 – F
environmental_easements \ fsa	flpce, flpct, dfn	1, 2, 3, 11 – F  7, 8, 9, 12, 13, 14, 15 – R
imagery	landsat	1, 2, 3, 11 – F  6, 12, 13, 14, 15 – R
imagery \ compliance_fsa	comp, slides	1, 2, 3, 11 – F  6, 12, 13, 14, 15 – R
land_site	aboveground_storage, housing, lagoon, livestock_facility, stockyd, storage, underground_storage, well	1, 2, 3, 11 – F  6, 12, 13, 14, 15 – R
land_use_land_cover \ fsa_compliance	ctrl, land_use	1, 2, 3, 11 – F  7, 8, 9, 12, 13, 14, 15 – R
<b>measurement_services</b>	meas_service	3, 11 – F
project_data \ fsa		1, 7, 11, 12 – F
project_data \ nrcs		1, 8, 11, 13 – F
project_data \ rd		1, 9, 11, 14 – F
project_data \ rcd		1, 8, 11, 15 - F
project_data \ swcd		1, 8, 10, 11 - F

**See [Appendix B](#) for a complete listing of all Permissions Groups.**

## DATA DISTRIBUTION

Sharing information with co-workers and partner agencies including Conservation Districts, state and local Governments, other USDA agencies, etc., is encouraged. **This must, however, be limited to data that is owned and managed by the USDA and not considered “restricted” datasets.** Datasets received from the State of Minnesota, local Counties or other sources, or those included in any license agreements are NOT to be distributed for any reason to anyone requesting the data who is not part of the license agreement. For any such requests you will refer the requesting party to the Agency that has ownership of the data.

**Special dataset requests:** Requests for **CLU** datasets and the **County Orthophoto Mosaics** must be referred to the Minnesota State Farm Service Agency (FSA). These files are maintained and controlled (administered) by the USDA Aerial Photography Field Office (APFO) and are to be distributed by APFO. For more information see: <http://www.apfo.usda.gov/>. Most other data found in the f:/geodata folder may be freely shared. Requests for large datasets should be forwarded to the appropriate State Geodata Administrator. The USDA maintains a data gateway website where many of these data themes may be downloaded: <http://datagateway.nrcs.usda.gov/>

Questions regarding the availability of these datasets should be forwarded to the NRCS, FSA, or RD State Geodata Administrators. NRCS field staff can also feel free to contact their Area GIS Specialist.

## GIS DATA RESOURCES

The links below provide access to a myriad of digital GIS datasets or other types of documentation that may be of interest to USDA GIS users. The first link is to NRCS’ GIS website, containing many national links as well as a number of links to local Minnesota data. The second link is to the NRCS national website also providing links to many websites on a national level.

1. <http://www.mn.nrcs.usda.gov/technical/ecs/GIS/links.html>
2. <http://www.nrcs.usda.gov/technical/maps.html>
3. **USDA Digital Data Web Farms:**
  - ❖ <http://datagateway.nrcs.usda.gov/>
  - ❖ <http://gdw.apfo.usda.gov/mdoq/viewer/Run.htm>
  - ❖ <http://gdw.apfo.usda.gov/naip/viewer/Run.htm>

## DATA NAMING STRUCTURE: ACRONYMS AND FEATURE TYPES CODES

The table below provides a list of acronyms that many of the GIS datasets may contain as part of their naming structure. This list is not meant to be all inclusive:

<b>cd</b>	Conservation District	<b>ned</b>	National Elevation Dataset
<b>clu</b>	Common Land Unit (FSA field boundaries)	<b>nhd</b>	National Hydrography Dataset
<b>cra</b>	Common Resource Areas	<b>nlcd</b>	National Land Cover Data
<b>dem</b>	Digital Elevation Model	<b>nrcs</b>	Natural Resources Conservation Service
<b>dlg</b>	Digital Line Graphic	<b>nwi</b>	National Wetlands Inventory
<b>drg</b>	Digital Raster Graphic	<b>plss</b>	Public Land Survey System (sections)
<b>fema</b>	Federal Emergency Management Agency	<b>ssa</b>	Soil Survey Area
<b>fpp</b>	Farmland Protection Program	<b>ssurgo</b>	Soil Survey Geographic Database
<b>gnis</b>	Geographic Names Information System	<b>tif</b>	Tagged Image File
<b>hu</b>	Watershed Boundary Data (HUs)	<b>utm</b>	Universal Transverse Mercator (projection)
<b>lulc</b>	Land Use Land Cover	<b>wrp</b>	Wetland Reserve Program
<b>mlra</b>	Major Land Resource Areas	<b>24k</b>	1:24,000 scale
<b>mndnr</b>	Minnesota Department of Natural Resources	<b>60k</b>	1:60,000 scale
<b>mndot</b>	Minnesota Department of Transportation	<b>100k</b>	1:100,000 scale
<b>MrSID</b>	Multi-resolution Seamless Image Database	<b>250k</b>	1:250,000 scale
<b>naip</b>	National Agricultural Imagery Program		

## DATA NAMING STRUCTURE

There are a number of **naming convention** rules that all employees must use when **creating new datasets** – particularly, if the new dataset is expected to reside in one of the f:/geodata folders:

1. The dataset name will consist of 3 parts: a) the name of the data; b) identifier as to whether the dataset is a point, line, or polygon; and c) the state abbreviation along with the 3-digit FIPS code if the dataset is by county. (See below for definition of FIPS codes.) For instance:

plss\_a\_mn.shp this is a **statewide** polygon dataset as there is no 3-digit FIPS (a = polygon, mn = Minnesota)  
 plss\_p\_mn001.shp this is a **county** point dataset as there is a 3-digit FIPS (p = point; 001 = Aitkin FIPS code)

2. File names may contain: a) lower case letters a-z; b) numerals 0 – 9; c) an underscore “\_”; d) the **first character** in the name must be a letter (a-z); and e) the total length of the name shall not exceed **30 characters**, 13 characters for raster datasets.

## FIPS Codes

Many of the GIS datasets contain the County FIPs code in the dataset name. The FIPs code is a 3 digit code, beginning with 001 and ending with 173. These numbers are odd numbers only. The 87 counties and associated FIPs codes and UTM projection zone are provided below.

County Name	FIPS Code	UTM Zone	County Name	FIPS Code	UTM Zone	County Name	FIPS Code	UTM Zone
Aitkin	001	15	Isanti	059	15	Pipestone	117	14
Anoka	003	15	Itasca	061	15	Polk	119	14
Becker	005	15	Jackson	063	15	Pope	121	15
Beltrami	007	15	Kanabec	065	15	Ramsey	123	15
Benton	009	15	Kandiyohi	067	15	Red Lake	125	14
Big Stone	011	14	Kittson	069	14	Redwood	127	15
Blue Earth	013	15	Koochiching	071	15	Renville	129	15
Brown	015	15	Lac Qui Parle	073	14	Rice	131	15
Carlton	017	15	Lake	075	15	Rock	133	14
Carver	019	15	Lake of the Woods	077	15	Roseau	135	15
Cass	021	15	Le Sueur	079	15	Saint Louis	137	15
Chippewa	023	15	Lincoln	081	14	Scott	139	15
Chisago	025	15	Lyon	083	15	Sherburne	141	15
Clay	027	14	Mahnomen	087	15	Sibley	143	15
Clearwater	029	15	Marshall	089	14	Stearns	145	15
Cook	031	15	Martin	091	15	Steele	147	15
Cottonwood	033	15	McLeod	085	15	Stevens	149	14
Crow Wing	035	15	Meeker	093	15	Swift	151	15
Dakota	037	15	Mille Lacs	095	15	Todd	153	15
Dodge	039	15	Morrison	097	15	Traverse	155	14
Douglas	041	15	Mower	099	15	Wabasha	157	15
Faribault	043	15	Murray	101	15	Wadena	159	15
Fillmore	045	15	Nicollet	103	15	Waseca	161	15
Freeborn	047	15	Nobles	105	15	Washington	163	15
Goodhue	049	15	Norman	107	14	Watonwan	165	15
Grant	051	14	Olmsted	109	15	Wilkin	167	14
Hennepin	053	15	Otter Tail	111	15	Winona	169	15
Houston	055	15	Pennington	113	14	Wright	171	15
Hubbard	057	15	Pine	115	15	Yellow Medicine	173	15

**Statewide and county datasets will always be projected to the primary zone of the County.** Any surrounding county datasets of a particular Service Center will also be projected to the primary zone of the Service Center County where the data is stored. NRCS employees - Please contact your Area GIS Specialist if you have any questions.

## STANDARD GEOSPATIAL FOLDER STRUCTURE (See Appendix A)

Refer to the STANDARD FOR GEOSPATIAL DATASET FILE NAMING (draft April 6, 2005) as needed when creating new GIS spatial datasets: <http://www.mn.nrcs.usda.gov/technical/ecs/GIS/Policy.html>

## CURRENTLY AVAILABLE GEOSPATIAL DATASETS AND DESCRIPTIONS:

The following pages provide a quick reference to the “State Master Geodata” datasets residing in every Service Centers’ **f:/geodata** folder directory. Each USDA employee should be able to use this document to help them identify the applicability of the dataset to their needs. **For further information about each individual dataset, refer to the attached document - the Data Dictionary; this document contains very specific information about each dataset and is derived from its metadata.**

[Shortcuts To Geodata Folders](#) (hyperlinked to heading in document: Ctrl – Click on Heading)

[F:\Geodata\Air Quality](#)

[F:\Geodata\Cadastral](#)

[F:\Geodata\Census](#)

[F:\Geodata\Climate\](#)

[F:\Geodata\Common Land Unit](#)

[F:\Geodata\Common Land Unit \ FSA CLU](#)

[F:\Geodata\Common Land Unit \ Other CLU](#)

[F:\Geodata\Conservation Practices](#)

[F:\Geodata\Cultural Resources](#)

[F:\Geodata\Disaster Events](#)

[F:\Geodata\Disaster Events \ FSA Facilities](#)

[F:\Geodata\Ecological](#)

[F:\Geodata\Elevation](#)

[F:\Geodata\Endangered Habitat](#)

[F:\Geodata\Environmental Easements](#)

[F:\Geodata\Environmental Easements \ FSA](#)

[F:\Geodata\Geographic Names](#)

[F:\Geodata\Geology](#)

[F:\Geodata\Government Units](#)

[F:\Geodata\Hazard Site](#)

[F:\Geodata\Hydrography](#)

[F:\Geodata\Hydrologic Units](#)

[F:\Geodata\Imagery](#)

[F:\Geodata\Imagery \ Compliance FSA](#)

[F:\Geodata\Land Site](#)

[F:\Geodata\Land Use Land Cover](#)

[F:\Geodata\Land Use Land Cover\FSA Compliance](#)

[F:\Geodata\Map Indexes](#)

[F:\Geodata\Measurement Services](#)

[F:\Geodata\Ortho Imagery](#)

[F:\Geodata\Project Data](#)

[F:\Public Utilities](#)

[F:\Geodata\Soils](#)

[F:\Geodata\Topographic Images](#)

[F:\Geodata\Transportation](#)

[F:\Geodata\Wetlands](#)

[F:\Geodata\Wildlife](#)

[F:\Geodata\Zoning](#)

Localized geodata, such as custom clipped datasets to district boundaries, area offices, farm credit teams or other large areas that cover multiple counties, are not considered as part of the master geodata set maintained by the State Office. These datasets are considered repetitive and redundant and should reside on the individuals C Drive, the f:/projects/<agency> folder, or in an agency’s respective f:/geodata/project\_data folder. These datasets are the local service centers responsibility to update and maintain.

Examples of custom clipped data sets include the plss using a naming convention such as:

- a#\_pls\_sect\_a\_mn (representing NRCS’s Area boundaries) or
- d#\_plss\_a\_mn (representing FSA’s District boundaries).

**GEODATA PRIORITY KEY:** The following pages consist of a complete listing of all geodata folders and their subsequent datasets. This includes the dataset name, type of dataset, and a brief description of the dataset. **METADATA MUST EXIST FOR EACH DATASET.**

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

[f:\GEODATA\AIR QUALITY](#)

**Responsible Agency/Person: NRCS – Kristy Baross**

Key	GIS Name	Description
		No data at this time.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

[f:\GEODATA\CADASTRAL](#)

**Responsible Agency/Person: FSA - Brenda Zachman**

Public Land Survey System polygon data, Public Land Survey System line boundaries (township/range/section) for cartographic display

Key	GIS Name	Description
L	\parcels\ parcelMMDDYY_a_mn###.shp	Local county parcel data. Each county will be unique (see metadata for details). <b>NRCS needs historic data; requires date be included in name.</b>
L	pls_forty_a_mn###.shp	Public Land Survey System (1/4 ¼ sections) polygon data
A	pls_sect_a_mn.shp pls_sect_a_mn###.shp	Public Land Survey System (sections) polygon data
A	pls_twpsh_a_mn.shp pls_twpsh_a_mn###.shp	Public Land Survey System (townships) polygon data
A	plss_a_mn.shp plss_a_mn###.shp	Public Land Survey System (sections) polygon data
A	plss_l_mn.shp plss_l_mn###.shp	Public Land Survey System (sections) line data
A	plss_p_mn.shp plss_p_mn###.shp	Public Land Survey System (sections) center point data
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

[f:\GEODATA\CENSUS](#)

**Responsible Agency/Person: RD – Ron Omann**

Demographic data tabulated by census geography from Bureau of Census (e.g. blocks and tracts)

Key	GIS Name	Description
A	block_groups_a_mn.shp block_groups_a_mn###.shp	Demographic blockgroup data tabulated by census geography from Bureau of Census, polygon data. <b>Downloaded and naming convention is from GDW</b>
O	blocks_a_mn###.shp	Demographic block data tabulated by census geography from Bureau of Census, polygon data. Statewide dataset is too large to use; clipped to counties.
A	census_demographic_a_mn.shp census_demographic_a_mn###.shp census_economic_a_mn.shp census_economic_a_mn###.shp census_housing_a_mn.shp census_housing_a_mn###.shp census_social_a_mn.shp census_social_a_mn###.shp	Census data tabulated by census geography from Bureau of Census, polygon data.
A	tracts_a_mn.shp tracts_a_mn###.shp	Demographic tract data tabulated by census geography from Bureau of Census, polygon data: <b>Downloaded and naming convention is from GDW</b>
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\CLIMATE**

**Responsible Agency/Person: NRCS – A2, Bill Marken (Precipitation and Temperature subfolders)**

Key	GIS Name	Description
B	\precipitation\ <ul style="list-style-type: none"> <li>• precip_a_mn.shp</li> <li>• precipMMM_a_mn.shp</li> <li>• precip_30yr_a_mn.shp</li> <li>• precip_30yr_l_mn.shp</li> </ul>	<ul style="list-style-type: none"> <li>• Annual precipitation (sum of 12 monthly maps, 30 year history) polygon data</li> <li>• Derived average MONTHLY precipitation according to a model using point precipitation and elevation data for the 30-year period of 1961-1990</li> <li>• Average 30 year temperature for state of Minnesota; polygons and lines.</li> </ul>
A	\temperature\ plant_hardiness_zones_a_mn.shp plant_hardiness_zones_a_us.shp	This 1990 version shows in detail the lowest temperatures that can be expected each year and referred to as "average annual minimum temperatures"
B	\temperature\ <ul style="list-style-type: none"> <li>• temp_30yr_a_mn.shp</li> <li>• temp_30yr_l_mn.shp</li> <li>• temp_jan_min_a_mn.shp</li> <li>• temp_jul_max_a_mn.shp</li> </ul>	<ul style="list-style-type: none"> <li>• Depicts 30-year averages (1961-1990) of monthly and annual temperatures for Minnesota; polygons and lines</li> <li>• Annual <b>January</b> Minimum Temperature by State – from GDW</li> <li>• Annual <b>July</b> Maximum Temperature by State – from GDW</li> </ul>
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\COMMON LAND UNIT**

**Responsible Agency/Person: FSA – Jeff Bloomquist**

Common Land Unit (CLU) – A copy of the CLU data will be placed in this folder for NRCS use. This clu\_copy data is **NOT** the official CLU layer which is maintained in the FSA\_CLU subfolder (see below). It is placed here as a convenience for Service Center users to provide data coverage for the counties within each NRCS Team that they work within. It will be clearly marked with the word copy (ex. clu\_copy\_mn###). This copy data will be updated weekly. *Note: CLUs available where finished (FSA Responsibility)*

Key	GIS Name	Description
A	clu_copy_a_mn###.shp	Copy (Uncertified) Common Land Unit (CLU) Farm Field Boundary:
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\COMMON LAND UNIT\ FSA CLU**

**(FSA RESTRICTED)**

**Responsible Agency/Person: FSA – Jeff Bloomquist**

Common Land Unit (CLU) farm field polygon boundaries, CRP data linked to CLU (may be in the form of converted .dbf files, would include compliance and crop reporting), FSA wetland point data

Key	GIS Name	Description
A	clu_a_mn###.shp	Common Land Unit (CLU) Farm Field Boundary:
L	crp_t_a_mn###.shp	Tabular data for all CRP contracts in a county
L	wet_p_mn###.shp	Wetland points.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\COMMON LAND UNIT\ OTHER CLU**

**Responsible Agency/Person: FSA – Jeff Bloomquist**

Key	GIS Name	Description
A	clu_copy_a_mn###.shp	Surrounding County's Common Land Unit (CLU) Farm Field Boundaries.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\CONSERVATION PRACTICES**

**Responsible Agency/Person: NRCS and FSA**

Key	GIS Name	Description
L	\CRPscenarios\	<b>FSA folder</b>
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\CULTURAL RESOURCES**

**Responsible Agency/Person: NRCS – Banette Kritzky and FSA – Jeff Bloomquist**

Key	GIS Name	Description
		No data at this time.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\DISASTER EVENTS**

**(FSA RESTRICTED)**

**Responsible Agency/Person: FSA – Jeff Bloomquist**

Describes the area (or points) affected by a natural disaster, with a unique name or identifier for the event. Disaster type describes whether the event was a flood, storm, etc. The unique event identifier is a date, or version number.

Key	GIS Name	Description
L		FSA datasets. Datasets will vary depending on disaster event.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\DISASTER EVENTS \ FSA FACILITIES**

**(FSA SENSITIVE)**

**Responsible Agency/Person: FSA – Jeff Bloomquist**

Point locations within the county of fertilizer, food, feed, and seed facilities. This data is highly sensitive. Only FSA Disaster Information Officers will have access to this data.

Key	GIS Name	Description
		<b>FSA USE ONLY</b>
A	metadata	Information about the data themes; documents found as: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\ECOLOGICAL**

**Responsible Agency/Person: NRCS – Shawn Weick**

Key	GIS Name	Description
		<b>No Data at this time.</b>
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\ELEVATION**

**Responsible Agency/Person:** NRCS – Danielle Evans

1:24,000 USGS hypsography line data, point location and description of National Geodetic Survey Monuments, 1:24,000 USGS National Elevation Dataset (NED) merged, Derived products created using Spatial Analyst.

Key	GIS Name	Description
L	contour100ft_l_mn###.shp contour###ft_l_mn###.shp	Contour lines, by county, by feet
L	shaderelief_bw_mn.tif shaderelief_color_mn.tif	This file is a product of a shaded relief process on the 30 meter resolution Digital Elevation Model data (dem30im3). This image reflects a light source in the NorthWest with a sun angle of 45 degrees.
L	Lidar\ Lidar_a_mn### Lidar_a_##_mn###	Any local LiDAR datasets
L	NED\ ned##m_mn###	Folder to hold National elevation data, meters
L	Shade\ shd_mn###	Shaded relief folder derived from NED dataset. Contains county files.
L	Slope\ Slope##_mn###	Slope folder derived from NED dataset. Contains county files.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\ENDANGERED HABITAT**

**(LICENSED DATASET)**

**Responsible Agency/Person:** NRCS – Banette Kritzky and FSA – Jeff Bloomquist

This database contains Element Occurrence Records (EORs) of rare plant and animal species, animal aggregations, native plant communities, and geologic features. A wide variety of information exists in the database related to species and community status, occurrences, condition, and land management jurisdictions.

Key	GIS Name	Description
L	0_nhdYYYY.mxd	NRCS ArcMap .mxd for the Natural Heritage Dataset. Saved here so project cannot be edited, but can be copied to another directory to manipulate.
L	• biodiversity_sites_a_mn.shp • native_plant_communities_a_mn.shp	• Areas with varying levels of native biodiversity that may contain high quality native plant communities, rare plants, rare animals, and/or animal aggregations • Results of the Minnesota County Biological Survey (MCBS). It includes polygons representing the highest quality native plant communities remaining in surveyed counties
L	• railroad_prairie_survey_l_mn.shp • sharptail_leks_p_mn.shp	• The 1997 legislature directed the Minnesota DNR to survey active railroad rights-of-way for native prairie remnants. This data layer represents the locations of these remnants, their quality, and type. • Northwestern Minnesota lek locations are current as of 1997 and East central locations are current as of 1998. It includes all leks ever documented up to those dates, regardless of whether they were currently active or not.
	• te_species_p_mn.shp • other_rare_species_p_mn.shp	• <b>LICENSED DATASETS: Data is proprietary</b> and for planning purposes only. Data cannot be distributed to any non-MN NRCS\FSA\RD persons or agency.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data; documents found as: .txt, .doc, .pdf, .html, .xml, .fgd

*A = 1<sup>st</sup> Priority dataset; B = 2<sup>nd</sup> Priority dataset; O = Optional dataset, L = Local dataset*

**f:\GEODATA\ENVIRONMENTAL EASEMENTS**

**Responsible Agency\Person: NRCS – Banette Kritzky**

Key	GIS Name	Description
L	rima_a_mn.shp rima_a_mn###.shp	RIM Active - This file represents conservation easements recorded by the Minnesota Board of Water and Soil Resources. It is an ArcView shapefile consisting of polygons representing easement locations throughout the state (from BWSR).
L	rimm_a_mn.shp rimm_a_mn###.shp	This file represents conservation easements recorded by the Minnesota Board of Water and Soil Resources. It is an ArcView shapefile consisting of polygons representing easement locations throughout the state (from BWSR)
B	wrp_ewp_a_mn.shp wrp_ewp_a_mn###.shp	Easements in this dataset date back to 1994 and include permanent Wetlands Reserve Program (WRP) easements, 30-year WRP easements, Emergency Watershed Protective Program Floodplain Easements (EWPFPPE) and Emergency Wetlands Reserve Program (EWRP) easements. Includes Farmland Protection Program (FPP) easement polygons.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\ENVIRONMENTAL EASEMENTS \ FSA**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

Farm Loan Program Inventory Property (Conservation) Easements, Farm Loan Program Conservation Transfers, Debt for Nature easements. Data developed locally.

Key	GIS Name	Description
		<b>FSA USE ONLY</b>
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\GEOGRAPHIC NAMES**

**Responsible Agency\Person: RD – Ron Omann**

Geographic Names Information Systems point data from GNIS cultural and topographic non-populated places file.

Key	GIS Name	Description
O	cntyseats_p_mn.shp	This layer contains point locations for each of the 87 county seats in the state. The points were derived from US Census Bureau data.
B	gnis_p_mn.shp gnisnonpop_p_mn###.shp gnispop_p_mn###.shp	Geographic Place names polygon data: <b>Entire state</b> Derived from gnis.shp Derived from gnis.shp
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\GEOLOGY**

**Responsible Agency\Person: NRCS – Kristy Baross and Shawn Weick**

Minnesota Department of Natural Resources 1:24,000 scale digital geology of Minnesota State. (Not all counties are complete or contain all themes). *Finished: 1:100,000 Geologic data (polygon, linear and point data)*

Key	GIS Shapefile Name	Description -
L	bedrock_a_mn.shp	Bedrock

*A = 1<sup>st</sup> Priority dataset; B = 2<sup>nd</sup> Priority dataset; O = Optional dataset, L = Local dataset*

Key	GIS Shapefile Name	Description -
L	depth_to_bedrock_a_mn.shp	Depth-to-bedrock (based on 100-foot contour intervals) and the areas of significant bedrock outcrops in Minnesota (1:1,000,000).
L	geomorph_a_mn.shp geomorph_a_mn###.shp geomorph_dsslv_a_mn.shp geomorph_dsslv_a_mn###.shp	1:100,000 scale geomorphology data describing a wide variety of conditions related to surficial geology Dsslv = same .shp as above, but dissolved to the Geomorph field. <i>*See Note below</i>
L	karst_p_mn.shp	Statewide Karst dataset. (Some counties are not completed).
L	quatgeo_a_mn.shp	This layer describes the general distribution of surficial sediments in Minnesota, as delineated and classified by the Minnesota Geological Survey; 1:500,000
L	\aggregate_resources\ > numerous Subfolders	<b>Provided only for those Counties where these data exist.</b> Aggregate endowment refers to geologic map units within which there is a reasonable probability of discovering and developing economically viable aggregate deposits.
L	\geologic_atlas<county>\ > county subfolders	Geologic datasets for various counties in MN. <b>Provided only for those Counties where these data exist. Includes Part A</b>
L	\hydrogeologic_atlas<area>\ > organized by geographic extent	A Regional Hydrogeologic Assessment is similar to an atlas in that both geology and ground water are studied. However, a regional assessment covers a larger area--typically four to nine counties--in less detail. A regional assessment emphasizes near-surface geology, ground-water properties, and sensitivity to pollution.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**\*NOTE: NRCS Soils staff are creating new geomorphic surface datasets and saving the datasets to the *f:/projects/nrcs/soils* folder, and named according to that geomorphic surface.**

### **f:\GEODATA\GOVERNMENT UNITS**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

Key	GIS Name	Description
L	bwcaw_a_mn.shp	Boundary Waters Canoe Area
L	citynames_p_mn.shp citynames_p_mn###.shp	Point locations of cities
A	cnty24k_a_mn.shp cnty24k_a_mn###.shp	State dataset showing all county boundaries.
A	cnty24k_a_us.shp	State dataset showing other State's county boundaries.
A	congdist_108_a_mn.shp	Congressional Districts
A	fsacnty24k_a_mn.shp	FSA's county boundaries
A	fsa_flp_offices_a_mn.shp	Farm Loan Headquarter Offices
A	fsa_offices_a_mn.shp	FSA Office Locations
A	mcd2000_a_mn.shp mcd2000_a_mn###.shp	This is a polygon data set for cities & townships, also called Minor Civil Divisions.
A	mcd2000_city_a_mn.shp mcd2000_city_a_mn###.shp	Database of Minnesota city and township boundaries (MCDs), developed from U.S. Census Bureau 2000 TIGER/Line files as part of the most recent redistricting effort.
A	mcd2000_tship_a_mn.shp mcd2000_tship_a_mn###.shp	
L	military_a_mn.shp	Represents military reservation boundaries within the state
L	mnzip_a_mn.shp	Dataset approximates polygon boundaries for zip codes within Minnesota; 1991 data
L	nrcs_offices_p_mn	Point file of all NRCS field and area offices.
A	ntlforests_a_mn.shp	represents national forest boundaries within the state
A	reservtn_a_mn.shp	represents Indian reservation boundaries within the state
L	sd2005_06_a_mn.shp	Represents MN school boundaries
A	statebdry_a_mn.shp	Minnesota state boundary
A	stateforests_a_mn.shp	represents Minnesota state forest boundaries

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

Key	GIS Name	Description
A	stateparks_a_mn.shp	represents Minnesota state park boundaries
L	vnp_a_mn.shp	represents national park boundaries within the state
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

### f:\GEODATA\HAZARD SITE

*Responsible Agency\Person: FSA – Jeff Bloomquist*

Key	GIS Name	Description
A	femaq3_a_mn###.shp	Federal Emergency Management Agency (FEMA) Q3 Flood Data polygons can be used in floodplain management, hazards analysis, and risk assessment activities. This product contains a subset of information derived from paper Flood Insurance Rate Maps (FIRMs). While the digital data were developed to support floodplain management activities, they do not replace the paper FIRMs
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

### f:\GEODATA\HYDROGRAPHY

*Responsible Agency\Person: NRCS – Christiane Roy and Martin Goettl*

Key	GIS Name	Description
B	dlglk_a_mn.shp dlglk_a_mn###.shp dlgst_1_mn.shp dlgst_1_mn###.shp	1:100,000 scale Lake polygons derived from USGS DLG's of the same scale. 1:100,000 scale Streams lines derived from USGS DLG's of the same scale. Linework clipped to county
L	dnr_protected_lks_a_mn.shp	Protected lake basins
L	dot_ditches_1_mn.shp dot_ditches_1_mn###.shp	1:24000 scale. Represents the centerline of drainage ditches, is a layer of the State of MN BaseMap 2001 which consists of a number of individual data layers or themes digitized from USGS 7.5-minute quadrangles.
L	dot_navwaters_1_mn.shp	1:24000 scale. Represents navigable waterways within the state which consists of a number of individual data layers or themes digitized from USGS 7.5-minute quadrangles.
A	hydro100k_1_mn.shp	1:100,000 scale.
L	\impaired_waters\ <b>0_sensitive_waters.mxd</b> pca_lakes_tmdl_a_mn.shp pca_strms_tmdl_1_mn.shp pca_wtrshd_fecal_turbidity_a_mn.shp nrns_impaired_wtrshds_a_mn.shp lakenutrient_p_mn.shp strmfecal_1_mn.shp strmturbidity_1_mn.shp strmfecal_turbidity_1_mn.shp	<b>NRCS' EQIP - Sensitive Waters Project</b> <ul style="list-style-type: none"> <li>▪ These are the impaired lakes\streams as determined by MPCA. The lakes are a subset and enhancement of the 1:100,000 scale National Hydrography Dataset (NHD).</li> <li>➤ derived NRCS' impaired watersheds</li> <li>➤ derived nutrient impairments</li> <li>➤ derived stream fecal impairments</li> <li>➤ derived stream turbidity impairments</li> <li>➤ derived stream fecal and turbidity impairments</li> </ul>
A	\lakes24k\ dnrlks24k_a_maj###.shp	1:24000 scale lake polygons derived from the National Wetlands Inventory (NWI) polygons and MnDOT Basemap lake delineations. Clipped to county AND watershed boundaries.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

*A = 1<sup>st</sup> Priority dataset; B = 2<sup>nd</sup> Priority dataset; O = Optional dataset, L = Local dataset*

Key	GIS Name	Description
L	\MDH\ drinking_water_supply_mgmt  ccrp_whpa_a_mn.shp dwsma_a_mn.shp  dwsvul_a_mn.shp  whpa_a_mn.shp	<b>Data Source: Minnesota Department of Health; Part of NRCS' Sensitive Waters Project</b> <ul style="list-style-type: none"> <li>▪ CRP and wellhead protection areas</li> <li>▪ surface and subsurface area surrounding a public water supply well that completely contains the scientifically calculated wellhead protection area and is managed by the entity identified in a wellhead protection plan</li> <li>▪ an assessment of the likelihood for a potential contaminant source within the drinking water supply management area to contaminate a public water supply well based on the aquifer's inherent geologic sensitivity</li> <li>▪ approved surface and subsurface area surrounding a public water supply well or well field that supplies a public water system, through which contaminants are likely to move toward and reach the well or well field.</li> </ul>
L	\MDH\ map_images swp#####.pdf whp#####.pdf	PDFs are maps showing high, medium and low vulnerability of the Drinking Water Supply Management Areas; and Wellhead Protection Areas (10 year travel) with 2000 ft buffers; created by MDH.
L	\MDH\ public_water_supply_sources cs_src_act_p_mn.shp pwss_p_mn.shp pwss_swa_active_p_mn.shp pwss_swa_p_mn.shp	<b>Part of NRCS' Sensitive Waters Project</b> Public Water Supply Wells Approved for DWSMA. HTML contains attribute tabular information only. <ul style="list-style-type: none"> <li>➢ <b>Public</b> Water Supply Wells Approved for DWSMA</li> <li>➢ <b>Active</b> Public water supply wells approved for DWSMA</li> </ul>
L	\MDH\ source_water_assessment_areas c5sens_a_mn swa_a_mn.shp swavul_a_mn.shp	<b>Part of NRCS' Sensitive Waters Project;</b> interim surface and subsurface area surrounding a public water supply well that completely contains the scientifically calculated time-of-travel (TOT) area. The primary purpose of the SWA is to give the public water supplier an idea of the potential size of the final Wellhead Protection Area (WHPA).
A	\NHD\ nhd24kar_a_##### nhd24st_1_##### nh24wb_a_#####	National Hydrography Dataset (NHD); developed at 1:100,000, from the Geodata Warehouse.
A	\streams24k\ dnrstrms_1_maj#.shp	1:24,000 scale streams captured from USGS 7.5 minute quadrangle maps, with perennial vs. intermittent classification, and connectivity through lakes, rivers, and small wetland basins. Intermittent and perennial are derived from the above dataset. Clipped to county AND watershed boundaries.
B	\TeleAtlas\ watbod_a_mn###.shp	

**f:\GEODATA\HYDROLOGIC UNITS**

**Responsible Agency\Person: NRCS – Banette Kritzky**

Key	GIS Name	Description
L	csp_watersheds.shp	CSP watersheds (huc-8 level) – attribute field contains year of CSP.
L	dnr_minor_wtrshds_a_mn.shp	DNR Minor's Watershed – includes minor watershed names; same as Huc-14s in geometry; fields are different.
B	huc8_a_mn.shp huc8_a_mn###.shp	Major watersheds at 8 digit hydrologic unit that indicates the hydrologic region (first two digits), hydrologic subregion (second two digits), accounting unit (third two digits), and cataloging unit (fourth two digits).
B	huc11_a_mn.shp huc11_a_mn###.shp	Watersheds at 11 digit hydrologic unit
B	huc14_a_mn.shp huc14_a_mn###.shp	Watersheds at 14 digit hydrologic unit. <b>Not an OFFICIAL USDA dataset so be careful in how this dataset is used. No metadata is available; but file is useful.</b>
B	huc250k_a_mn.shp	Published by the U.S. Geological Survey Office of Water Data Coordination, together with the list descriptions and name of region, subregion, accounting units, and cataloging unit.
B	huc250k_a_#.shp	Huc by national area
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\IMAGERY**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

This folder contains Imagery that is non-USDA (e.g., local flights, satellite imagery, etc.).

Key	GIS Name	Description
		No data at this time
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\IMAGERY COMPLIANCE FSA**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

**(may include yearly subfolders)**

Annual Compliance imagery: Contains 2-meter resolution digital imagery, acquired under the 2004 NAIP contracts. The single file county image is a mosaic of several ortho-rectified image tiles that have been compressed to reduce the file size. The primary purpose of the imagery is for Compliance Program uses. Users shall not use the imagery as an update to the base GIS system.

Key	GIS Name	Description
		<b>FSA Use Only</b>
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\LAND SITE**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

County coverages of the location points of aboveground storage facilities, any kind of storage or particular types of storage, instances of housing developments and/or foreclosures, lagoons and similar areas, feedlots, poultry facilities, polygons of stackyards for hay/silage storage, grain bins and similar facilities, underground storage facilities, and well heads.

Key	GIS Name	Description
A	dnr_shorwas_p_mn.shp	This data shows the approximate locations of boat accesses in the state. This is not a comprehensive list but one that was generated through a cooperative effort. Most, if not all of the state managed access sites are included. Private accesses are shown only if provided by the administrator of the access.
A	mda_apiary_p_mn.shp	Honey Bees location data is collected from the apiary license applications. Applicants report locations of bee hives to the nearest quarter using a Public Land Survey legal description. The centroid of the quarter is derived using ArcView 3.2 pls to point extension. Accuracy of the data is generally within 400 meters, but anomalies exist.
A	mda_dairy_p_mn.shp	Dairy Farm PLS descriptions were collected to the nearest 40 acre sub-quarter. Centroid coordinates were derived using sectic.
A	mda_dplant_p_mn.shp	This data set shows the locations of Dairy Plants in Minnesota. It is used for market analysis
A	mda_feed_p_mn.shp	Feed Facilities location data is collected to the nearest quarter using a Public Land Survey legal description. The centroid of the quarter is derived using ArcView 3.2 pls to point extension. Accuracy of the data is generally within 400 meters, but anomalies exist.
A	mda_food_p_mn.shp	Locations of licensed food handlers are being collected using GPS units. Those that have not been collected have had their addresses geolocated using TeleAtlas.
A	mda_grain_p_mn.shp	Locations of some of the Grain Storage Facilities are being collected using GPS units. Those that have not been collected have had their addresses geolocated using TeleAtlas.
A	mda_mngrown_p_mn.shp	Locations of the Minnesota Grown Licensed Facilities; the locations were corrected by digitizing by sight the location indicator on the map. Locations are estimated to be within 100 meters of the actual location.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

*A = 1<sup>st</sup> Priority dataset; B = 2<sup>nd</sup> Priority dataset; O = Optional dataset, L = Local dataset*

**f:\GEODATA\LAND SITE\FACILITIES**

**(FSA RESTRICTED)**

**f:\GEODATA\LAND SITE\FACILITY LOANS**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

County coverages of the location points of aboveground storage facilities, any kind of storage or particular types of storage, instances of housing developments and/or foreclosures, lagoons and similar areas, feedlots, poultry facilities, polygons of stackyards for hay\silage storage, grain bins and similar facilities, underground storage facilities, and well heads.

Key	GIS Name	Description
L	fff_facX_p_mn###.shp	FSA use only
L	fac_loans_p_mn###.shp	FSA use only
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\LAND USE LAND COVER**

**Responsible Agency\Person: NRCS – Banette Kritzky**

USGS polygon Land Use Land Cover, 1:24000 USGS non-vegetative polygon data (sand area, beach, etc.), 30-meter USGS/EPA National Land Cover Dataset (NLCD) raster data, 1:24000 USGS surface cover polygon data (woods, brush, etc.)

Key	GIS Name	Description
O	federal_lands_a_mn.shp	Lands owned and administered by the Federal government which are managed for a variety of economic, environmental, and recreational uses.
L	landcover_a_mn###.shp landuse_a_mn###.shp	Created by various NRCS offices.
O	lu24k_a_mn###.shp lulc_ic90_a_mn###.shp lulc_mlcc_a_mn###.shp bsuluse_a_mn###.shp	A number of land use land cover datasets around Minnesota. These datasets may be deleted in the future; replaced by NLCD data.
O	nlcd_a_mn.tif	consistent land cover data layer for the conterminous United States using 30-meter Landsat thematic mapper (TM) data
L	pveg_mrsch_a_mn.shp	Marschner’s Presettlement vegetation of Minnesota based on original analysis of Public Land Survey notes and landscape patterns.
L	\ trygg \ trygg## \ trygg.tif	Trygg maps are maps of very early historic cultural features (i.e. before there was much settlement). They are taken from the GLO surveyor's plat maps and other sources.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\LAND USE LAND COVER\FSA COMPLIANCE**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Brenda Zachman**

Acreage reporting data created by FSA’s Crop Reporting Tool (an R&D tool). Data is created locally for each farm, then merged into one county file. Is used in SC with CLU, Commodity (acreage) reporting data created by the FSA Land Use pilot application (up to ten years of data is kept in one file – not an annual file).

Key	GIS Name	Description
	*.shp	<b>Datasets vary based on current FSA procedure guidelines.</b>
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\MAP INDEXES**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

National Aerial Photography Program (NAPP) point data, USGS 1:12,000 quarter quad polygons, 1:24,000, 1:100,000 and 1:250,000 quad polygons. These are specific datasets required for FSA Tools.

Key	GIS Name	Description
A	quads1deg_a_mn.shp	Vector dataset provides 1 degree quad boundaries for use with National Elevation Datasets.
A	quads12k_a_mn.shp quads12k_a_mn###.shp	1:12,000 scale index showing vector dataset quads
A	quads24k_a_mn.shp quads24k_a_mn###.shp	1:24,000 scale index showing vector dataset quads
A	quads100k_a_mn.shp quads250k_a_mn.shp	Vector dataset provides digital raster graphic (DRG) quad boundaries with attributes describing the quads.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\MEASUREMENT SERVICES**

**(FSA SENSITIVE)**

**Responsible Agency\Person: FSA – Scott Kappahn**

**Subfolders: 2003\_MS; 2004\_MS; 2005\_MS; (numerous sub-subfolders)**

Yearly file for all area measurement services.

Key	GIS Name	Description
		<b>FSA USE ONLY</b> ; other yearly folders may be included
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\ORTHO IMAGERY**

**(FSA RESTRICTED)**

**Responsible Agency\Person: FSA – Jeff Bloomquist**

**Subfolders may include 1991, 2001, 2003, 2004, and 2005**

This data set contains imagery from the National Agriculture Imagery Program (NAIP). NAIP acquires digital ortho imagery during the agricultural growing seasons in the continental U.S. A primary goal of the NAIP program is to enable availability of ortho imagery within one year of acquisition. NAIP provides two main products: 1 meter ground sample distance (GSD) ortho imagery rectified to a horizontal accuracy of within 3 meters of reference digital ortho quarter quads (DOQQ's) from the National Digital Ortho Program (NDOP); and, 2 meter GSD ortho imagery rectified to within 10 meters of reference DOQQs. The tiling format of NAIP imagery is based on a 3.75' x 3.75' quarter quadrangle with a 300 meter buffer on all four sides. NAIP = 2 meter; ortho = 1 meter.

Key	Compressed Image Name	Description
A	\1991\	Black and white georectified aerial photos.
A	\2002\ \2003\ \2004\ \2005\ ortho_e#-#_mn###.sid	Each individual image tile within the mosaic covers a 3.75 X 3.75 minute quarter quadrangle plus a 360 meter buffer on all four sides. All individual tile images and the resulting mosaic were rectified to the UTM coordinate system, NAD 83 and cast into a single predetermined UTM zone.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

[f:\GEODATA\PROJECT DATA](#)

**AGENCY RESTRICTED SUBFOLDERS**

This folder comprises agency-specific subfolders and files related to local projects worked on by each Agency’s employees. Any newly created datasets should use the naming conventions as explained on [Pages 9-10](#).

[f:\PUBLIC UTILITIES](#)

**Responsible Agency\Person: RD – Ron Omann**

Key	GIS Name	Description
A		<b>No Data at this time.</b>
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

[f:\GEODATA\SOILS](#)

**Responsible Agency\Person: NRCS – Danielle Evans** (folder can contain several county subfolders)

In Progress: SSURGO soils data available where certified (polygon, linear, and point data). In Progress: Some draft soils data available. Because of current permission restrictions to the f:/geodata folders, **the “soildb\_MN\_2003\_mn###.mdb will reside in the F:\FOTG\Section\_II folder. SSIS and non-NRCS county soils datasets can be found, respectively, in the “f:\projects\nrcs\ssis” and “f:\projects\nrcs\cntysoils” folders.**

Key	GIS Name	Description
O	cra_a_mn.shp	common resource areas
A	hel_a_mn###.shp hydric_rating_a_mn###.shp (removed subfolder)	Map units containing soils with: ➢ highly erodible soils ➢ a hydric component OR mapunits with a dominant hydric component.
A	mlra_a_mn.shp	This coverage contains the Major Land Resource Area (MLRA) boundaries for the conterminous United States. Boundaries clipped to Minnesota.
B	statsgo_a_mn.shp	This coverage consists of a broad based inventory of soils and nonsoil areas that occur in a repeatable pattern on the landscape clipped to Minnesota.
A	\soil_mn###\spatial\ soilmu_a_mn###.shp soilmu_l_mn###.shp soilmu_p_mn###.shp soilsa_a_mn###.shp soilsf_l_mn###.shp soilsf_p_mn###.shp	1:24k scale SSURGO map unit boundary data by Soil Survey Area (SSA) ➢ polygon data ➢ line map units ➢ point map units ➢ boundary polygon data ➢ line spot features ➢ point spot features
A	\soil_mn###\tabular\ <name>.txt	Contains the tabular text files that are joined to the Access database file. It is recommended that employees use the <b>soildb_MN_2003_mn###.mdb</b> to extract analysis information.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\TOPOGRAPHIC IMAGES**

**Responsible Agency\Person: NRCS – Banette Kritzky**

NRCS Field Office multi-county service area compressed MrSID DRG mosaic, and individual Enhanced DRG (DRGe) images with map collar removed. Folder structure is by county and includes subfolders: DRG\_Mosaic; Topo\_24k; Topo\_100k; Topo\_250k.

Key	Compressed Image Name	Description
L	drg_mn###.tif	County mosaic
A	\drg_mosaic\ drg_mn###.sid	1:24,000 scale Enhanced Digital Raster Graphics MrSID <b>mosaic: single counties</b>
A	\topo_24k\county\ o#####X.tif	1:24,000 scale TIF by quad; e.g., o46093b1.tif
A	\topo_100k\ f#####X.tif	1:100,000 scale TIF by quad; e.g., f46093a1.tif
A	\topo_250k\ c#####X.tif	1:250,000 scale TIF by quad; e.g., c47092a1.tif
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\TRANSPORTATION**

**Responsible Agency\Person: NRCS – Beth Collins and FSA – Jeff Bloomquist**

USGS line data (power transmission lines, substation, pipelines, etc.), 1:100,000 Census TIGER line data (pipelines, power transmission lines, etc.), 1:24,000 USGS line data-railroad layer, 1:100,000 Census TIGER line data railroad layer, 1:24,000 USGS line data roads layer, 1:100,000 Census TIGER roads line data.

Key	GIS Name	Description
B	dnr_stateforest_roads_l_mn.shp dnr_stateforest_roads_l_mn###.shp	1:24,000 scale line data of the state forest roads.
B	dot_aadt_l_mn.shp	Average Annual Daily Traffic
B	dot_highways_l_mn.shp dot_highways_l_mn###.shp	1:24,000 scale line data of the MN DOT roads.
B	dot_milemark_l_mn.shp	Highway Milemarkers
B	dot_railroads_l_mn.shp dot_railroads_l_mn###.shp	1:24,000 scale line data of the MN DOT railroads.
B	dot_roads_l_mn.shp dot_roads_l_mn###.shp	1:24,000 scale line data of the MN DOT roads.
B	dot_runways_l_mn.shp dot_runways_l_mn###.shp	1:24,000 scale line data of the MN DOT runways.
B	\cty_hwy_tiffs\ XXXX_rds.tif	County Highway Tiffs – named by first 4 letters of county name (ex. bent_rds.tif = Benton County). Source: MnDOT.
B	\TeleAtlas\ road_tage_l_mn.shp road_tage_l_mn###.shp railroad_tarr_l_mn.shp railroad_tarr_l_mn###.shp road_tanw_l_mn.shp road_tanw_l_mn###.shp roads100k_l_mn.shp roads100k_l_mn###.shp railroads100k_l_mn.shp railroads100k_l_mn###.shp	TeleAtlas data from the Geodata Warehouse.  Tiger 2002 datasets. “ “ “
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

$A = 1^{st}$  Priority dataset;  $B = 2^{nd}$  Priority dataset;  $O =$  Optional dataset,  $L =$  Local dataset

**f:\GEODATA\WETLANDS**

**Responsible Agency\Person: NRCS – A2 – Bill Marken**

National Wetland Inventory (NWI) Fish and Wildlife Service (FWS) polygon, line and point, outlines of the NWI polygon data for cartographic display, and boundaries of natural or constructed wetlands, by county.

Key	GIS Name	Description
B	nwi_a_mn.shp nwi_a_mn###.shp	MnDNR - 1:24,000 National Wetland Inventory (NWI) polygon data
B	nwi_l_mn.shp nwi_l_mn###.shp	1:24,000 National Wetland Inventory (NWI) line data
B	nwi_p_mn.shp nwi_p_mn###.shp	1:24,000 National Wetland Inventory (NWI) point data
L	rwi_a_mn.shp rwi_a_mn###.shp	This layer represents drained, potentially restorable wetlands in agricultural landscapes. Interpreted from aerial photos from 1991-1992 season. 19 counties only.
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\WILDLIFE**

**Responsible Agency\Person: NRCS – Matt Baltes**

Key	GIS Name	Description
L	linear_corridors_ph2_a_mn. shp	High densities of public lands and private lands protected by conservation easements or fee title primarily characterize linear corridors.
L	priority_cons_area_a_mn. shp	This data set depicts information about areas on the surface of the earth. It's purpose is to delineate the Priority Conservation Area boundaries of Minnesota, for use in ranking applications within the NRCS Wildlife Habitat Incentive Program (WHIP).
L	project_area_bnds_ph2_a_ mn.shp	This data was developed for identifying locations of corridor projects for the partners of the LCMR grant Restoring Minnesota's Fish and Wildlife Corridors Phase II.
L	spatial_corridors_ph2_a_mn.shp	Characterizations of spatial corridors include: 1) Clusters of shallow lakes that provide important production and migration benefits to waterfowl. 2) Concentrations of 500 acre or larger shallow lakes that provide greater security and resources, areas of historical significance to waterfowl, other migratory birds, and wetland wildlife. 3) Relationships to high density production areas. 4) Recommendations of resource managers and Restoring Minnesota's Fish and Wildlife Corridors project partners.
A	sna_a_mn.shp	MnDNR's Scientific and Natural Areas
A	wma_a_mn.shp wma_a_mn###.shp	MN DNR Wildlife Management Areas
B	wma_covertime_a_mn.shp	MN DNR Wildlife Management Areas (Level 5 cover type data using the Minnesota Land Cover Classification System)
A	wpa_a_mn.shp	USFWS Waterfowl Production Areas
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

**f:\GEODATA\ZONING**

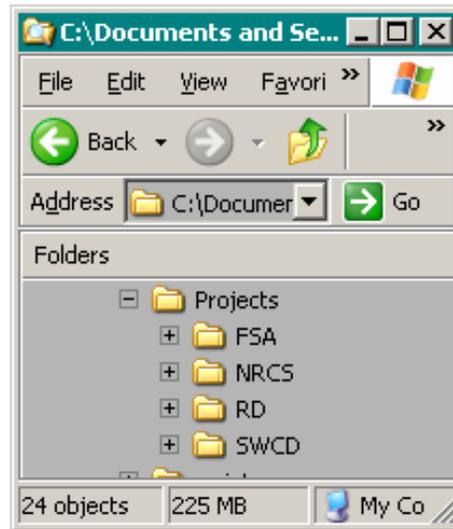
**Responsible Agency\Person: NRCS – Martin Goettl**

Key	GIS Name	Description
		No data at this time
L	*.lyr	Various .lyr files created for use by field, area, state employees.
A	metadata	Information about the data themes; documents found as the following: .txt, .doc, .pdf, .html, .xml, .fgd

## STORING GIS PROJECT WORK

An increasing number of USDA employees are creating GIS projects. The permissions are such that employees cannot work on or write files to any of the f:\geodata folders. Consequently, there is a need for a structure to hold the various individual GIS projects. To that end, the following information will guide users on how and where to store their GIS project work.

1. f:\projects folder has four (4) subfolders; one for each Agency\Organization:
  - a. \FSA
  - b. \NRCS
  - c. \RD
  - d. \SWCD



2. GIS projects may be saved in any of the following manners:
  - a. **NRCS** and **SWCD** employees will save projects as directed below. Employees can feel free to add any additional subfolders as needed.
    - i. f:\projects\nrcs\ (saved with automatic ITS backup) OR
    - ii. f:\geodata\project\_data\nrcs **NRCS Only** (saved with automatic ITS backup) OR
    - iii. f:\geodata\project\_data\swcd **SWCD only** (saved with automatic ITS backup) OR
    - iv. c:\projects (requires a manual backup, see bullets below)
    - v. **Any statewide projects created by the State Office will pull datasets from the f:\geodata folder.**

### **Backups:**

- The backup program runs based on a list file that can be edited to include the c:\projects folder. Talk with your GIS Specialist or ITS person if this file needs to be modified.
  - **To Backup:** Click on Start - Programs - USDA – Backup – Manual Run of Nightly Backup.
  - A zipped file is then created and stored on an employee's H drive.
- There is no size limit to this backup, other than filling up your H drive, and you can run the backup yourself any time you'd like.

It is recommended that NRCS employees save projects to the f:\ drive in order to facilitate automatic ITS backup processes. **BUT REMEMBER TO ARCHIVE OLD OR COMPLETED PROJECTS TO HELP CONSERVE SPACE.**

- b. **FSA** employees will save as directed by their SGA, but can include:
  - i) f:\geodata\project\_data\FSA (saved with automatic ITS backup) OR
  - ii) f:\projects\FSA (saved with automatic ITS backup)

All projects shall be saved to the F:\ drive in order to facilitate automatic ITS backup. FSA has directed employees not to save GIS related projects to the C:\drives.

- c. **RD** employees will save as directed by their SGA.

## MINNESOTA STATE SERVERS

The table below identifies and lists the names of all office servers in Minnesota. While any employee can physically map to any of these servers, you are not guaranteed to have Read access to the geodata folders. If you have any questions, or need to view data in a different county, contact your agency's SGA or, for NRCS, your Area GIS Specialist.

mnada00000c001	mnfairmontc001	mnmahnomenc001	mnrochestec001
mnaitkin00c0011	mnfaribaulc001	mnmankato0c001	mnroseau00c001
mnalbertlec001	mnfarmingtc001	mnmarshallc001	mnslayton0c001
mnalexandrc001	mnfergusfac001	mnmcintoshc001	mnsleepyeyc001
mnaustin00c001	mnfoley000c001	mnmilaca00c001	mnstillwatc0013
mnbagley00c001	mngaylord0c001	mnmontevidec001	mnstjames0c001
mnbaudettec0017	mnglencoe0c001	mnmoorheadc001	mnstpeter0c001
mnbemidji0c001	mnglenwoodc001	mnmora0000c001	mnthiefri2c001
mnbenison00c001	mngoodhue0c001	mnmorris00c001	mnthiefri2c001
mnblueeartc001	mnggrandrapc001	mnmorris00c001	mnvirginia001
mnbrainerdc001	mnhallock0c001	mnnorthbrac001	mnwabasha0c001
mnbreckenrc001	mnhinckleyc001	mnolivia00c001	mnwaconia0c001
mnbuffalo0c001	mnivanhoe0c001	mnortonvilc001	mnwadena00c001
mncaledonic001	mnjordan00c001	mnwatonnac001	mnwaiteparc001
mncambridgc001	mnlakefielc001	mnparkrapic001	mnwalker00c001
mnclarkfielc001	mnlecenterc001	mnperham00c001	mnwarren00c001
mncrookstoc001	mnlewistonc001	mnpipestonc001	mnwaseca00c001
mndetroitlc001	mnlitchfielc001	mnpipestonc001	mnwheaton0c001
mndodgecenc001	mnlittlefac001	mnpreston0c001	mnwillmar0c001
mn duluth00c001	mnlongpraic001	mnredlakefc001	mnwindom00c001
mnelbowlakc001	mnluverne0c001	mnredlakefc001	mnworthinc001
mnelkriverc001	mnmadison0c001	mnredwoodfc001	
A1_mntheifri2c001	A2_mnfergusf2c001	A3_mnduluth20c001	A4_mnbrooklync001
A5_mnmarshal2c001	A6_mnstpeter0c001	A7_mnrochest2c001	

## QUESTIONS

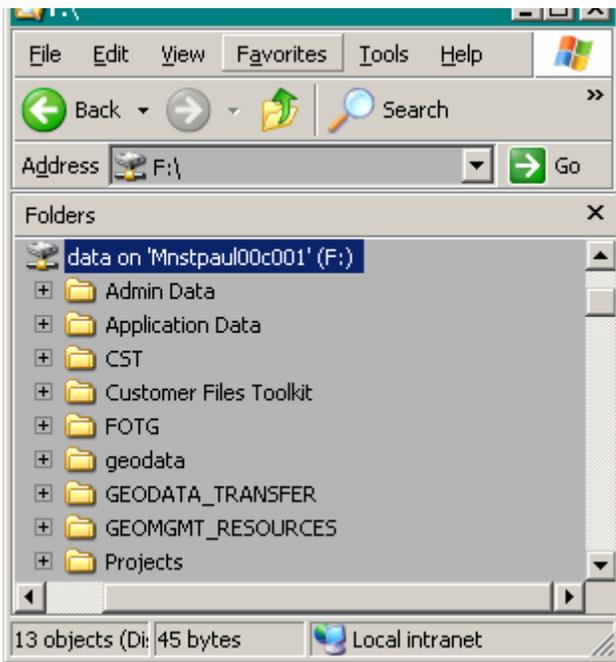
If any USDA employee has any questions related to geodata in Minnesota, please contact your agency's State Geodata Administrator, the county Local Geodata Administrator, or, for NRCS, the Area GIS Specialist for your SCA.

## Appendix A

### F:\ Drive Folder Structure

#### F:\

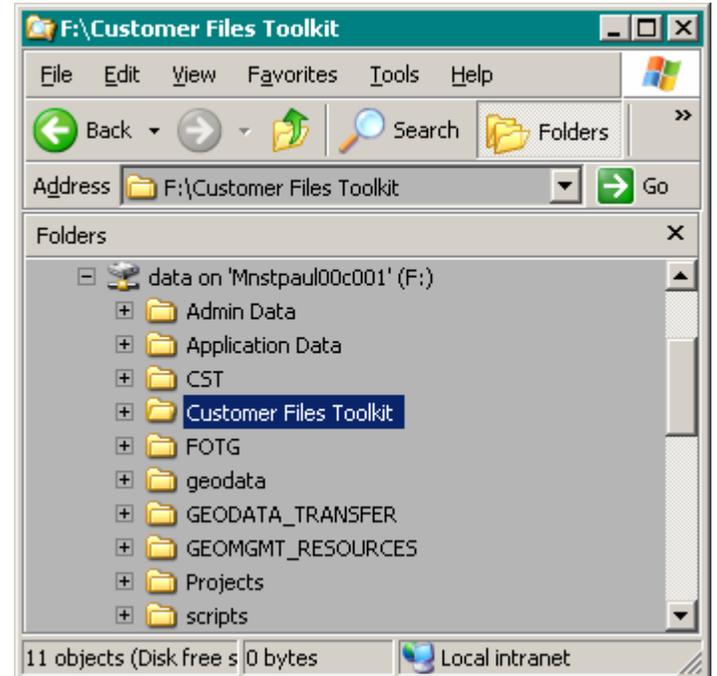
Structure of how the F drive should look:



#### F:\Customer Files Toolkit

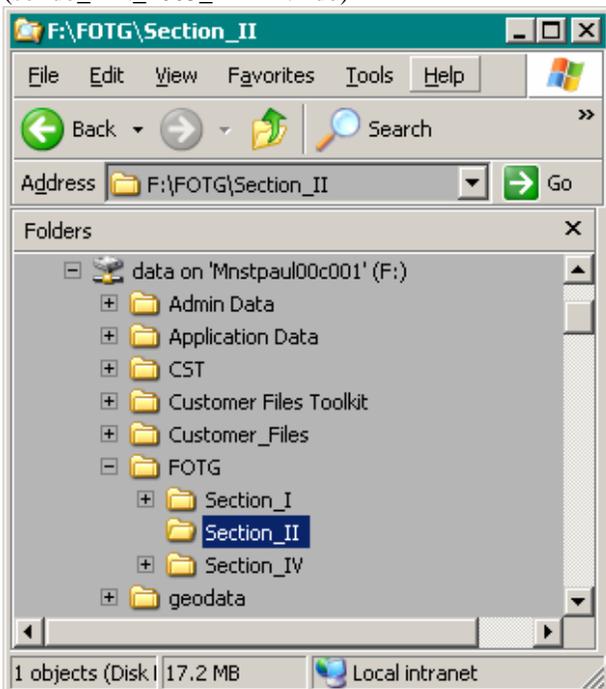
NRCS field staff should work with their ARCs to get data from "C:\Customer Files" folder checked into the national geodatabase and then remove that folder.

The picture below shows the folder structure, once the above-mentioned folder has been removed.



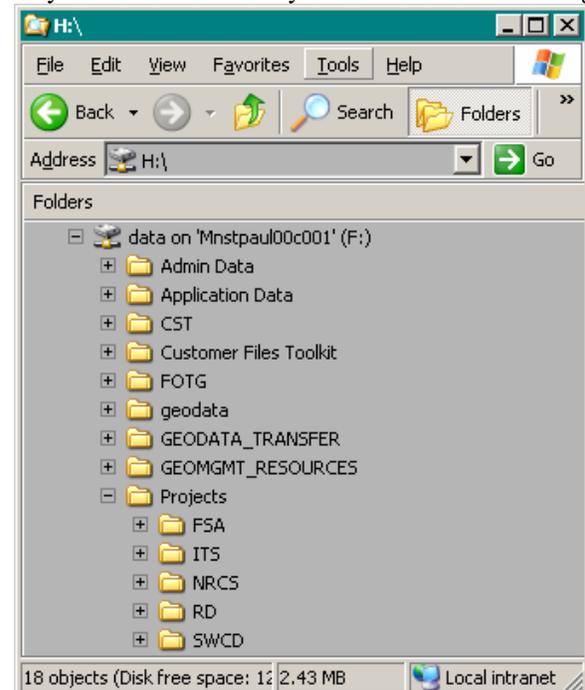
#### F:\FOTG\Section\_II

This is where the SOILS Microsoft Access database is stored (soildb\_MN\_2003\_mn###.mdb)



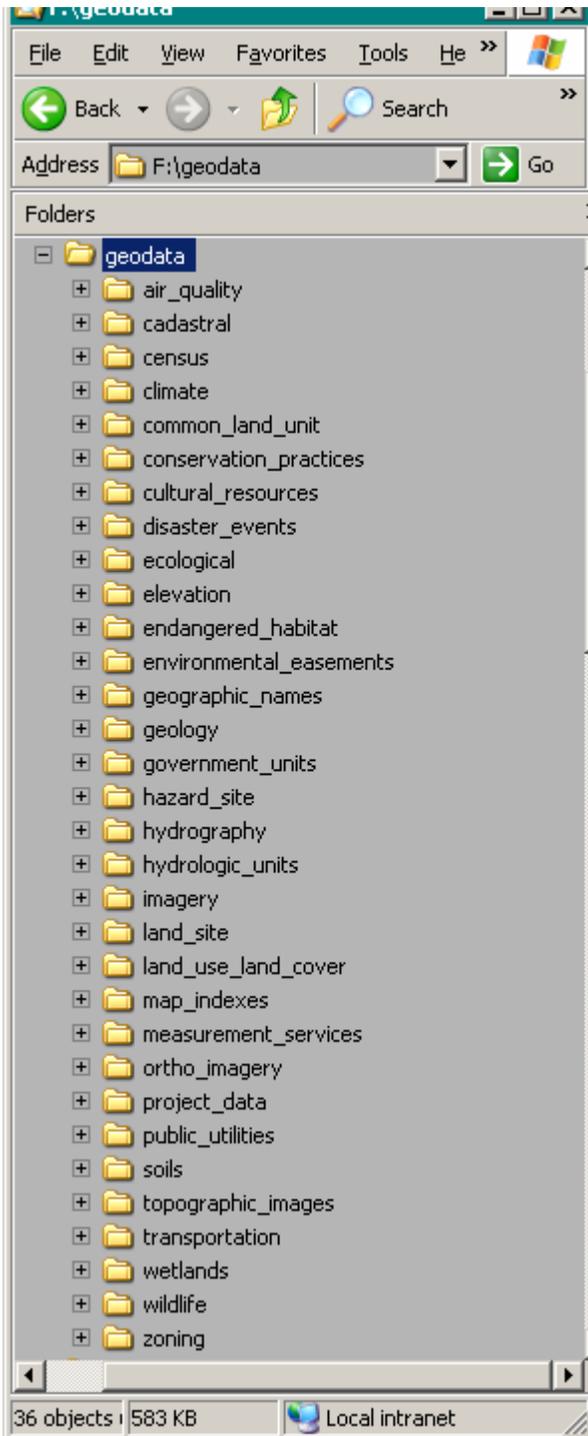
#### F:\Projects \

Will contain a subfolder, by Agency, for project-related work and any spatially created datasets. Permissions will be locked down to Agency-specific employees. A folder called "Shared" may be created to hold any datasets shared between agencies.



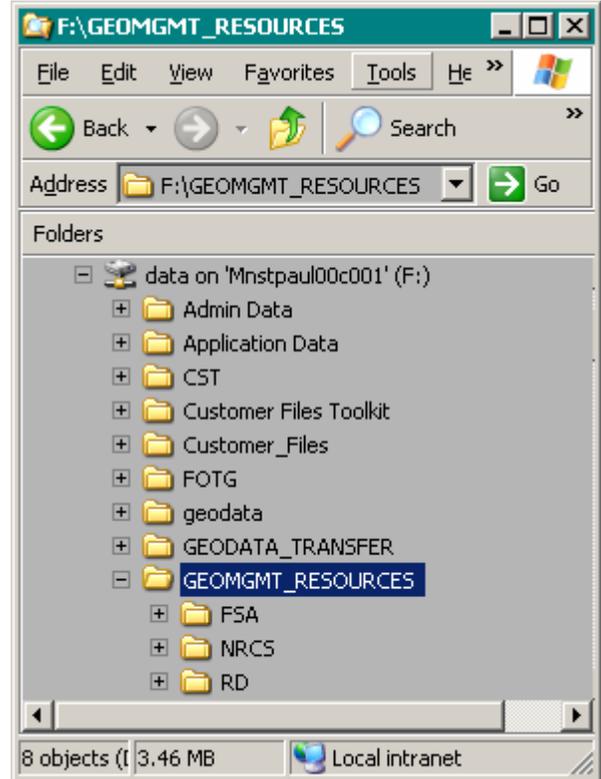
## F:\GEODATA

**Contains the master set of geodata available for use in each Service Center. These datasets are NOT to be edited nor MOVED; they can be copied to the C drive and manipulated from there.**



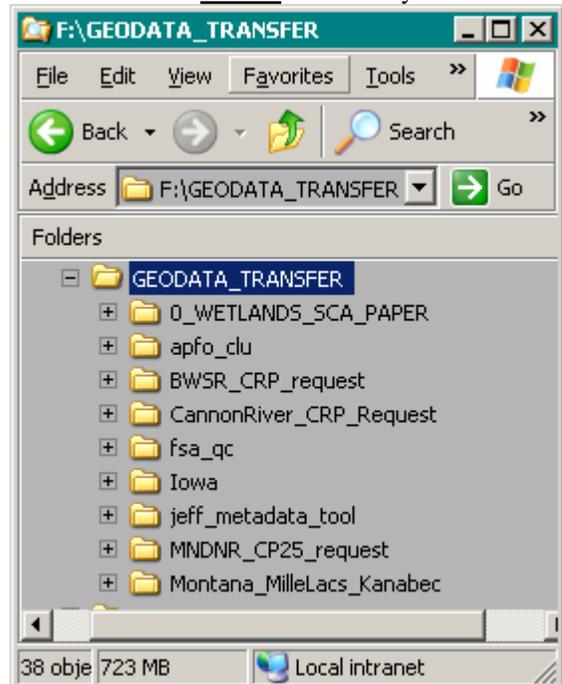
## F:\GEOMGMT\_RESOURCES

Contains various files that may be of use to each Agency. Examples include training materials, tools, scripts, tutorials, instructional materials, etc.



## F:\GEODATA\_TRANSFER folder

- This is a **temporary** folder where datasets can be stored and transferred / downloaded by others.
- Files / folders are **deleted** after 30 days.



**Existing Permissions Groups**

**Appendix C – Revised June 6, 2003**

**(from the Manual for Managing Geospatial Datasets in Service Centers, ver. 4.0)**

**Administration of the Geodata Folder**

There will be specific Geodata Groups interacting with the geodata folders on the Service Center network servers. Each group will have a specific set of permissions for reading and/or writing files, and creating/deleting specific subfolders. The level of access assigned to some groups may vary from subfolder to subfolder. Groups will, in many cases, have members from multiple agencies. State IT staffs working with the State and Local Geodata Administrators assign group membership.

The following series of global groups will be assigned appropriate permissions on geodata subfolders:

**1. State Geodata Administrator (gg<st>sga)**

Will have access to all geospatial data for the state, excluding any “sensitive” data identified by FSA ,on the network servers at the Service Center and State Office and permissions to read, write, change, delete folders and subfolders, or individual files within them either by making global changes or changes to individual elements within them. SGDA can create folders & subfolders as necessary.

**2. Local Geodata Administrator (gg<sitename>lga)**

Will have access to all the geospatial data at the Service Center, excluding any “sensitive” data identified by FSA, and permissions to read, write, change, delete folders and subfolders, or individual files within them either by making global changes or changes to individual elements within them. LGDA can create folders & subfolders as necessary within that Service Center. This domain group has been established; however, local geodata administrators may not be assigned to this group until training has been provided by the state office staffs on geodata data management and administration. In some cases the State Office staff may assign members to this group if they determine that the individuals have the proper experience. Each office will have at least one administrator and a back-up person or persons in this group.

**3. FSA – Local Geodata Editors (gg<sitename>fslge)**

Will have access to all FSA specific geospatial data at the Service Center and permissions to read, write, change, delete and replicate all FSA administered folders except restricted folders. The group may, but is not required to, include the same employees as those in groups 4 and 5. Specifically the group should include employees responsible for entering Measurement Services into the GIS system; working with Farm Loan easements (FSA Farm Loan Manager & backup), compliance imagery or CRP; collecting or maintaining data for files listed under the land site subfolder; and anyone who will be entering data on disaster events into GIS system.

**4. FSA – Local CLU Data Editors (gg<sitename>fsaclu)**

Will have access to geospatial and customer/business CLU data at the Service Center with permissions to read, write, change, delete and replicate CLU specific data files. The persons assigned to this group should be the employees responsible for maintaining the CLU data. At a minimum, at least the CLU Data Manager and one backup should be assigned to the group. See 8-CM, paragraph 33 for more information on CLU Service Center Manager.

**5. FSA- Disaster Events/FSA Facilities Access and Edit (gg<sitename>fsade)**

This highly restricted FSA group will have access to view and edit point locations data relating to Fertilizer Facilities and to Food, Feed and Seed Facilities. The persons assigned to this group should be the employees responsible for maintaining the existing paper listings in Section 2 and Section 3 of 1-DP. Once position data is collected for Fertilizer Facilities and Food, Feed and Seed Facilities, the group would be expected to maintain the data.

## **6. Service Center Users (gg<sitename>users)**

Will have read - access to all non-restricted folders. The existing service center staff global group will be used to establish this service center users group.

## **7. FSA Staff Users Group (gg<sitename>fsa)**

Will have FSA agency only read access to specific folders (e.g., measurement services) and sub-folders that are restricted to access by other agencies. Will have full access to project\_data\fsa subfolders. The existing FSA staff global group will be used to set up FSA only access to specific folders.

## **8. NRCS Staff Users Group (gg<sitename>nrcs)**

Will have NRCS agency only read access to specific folders and sub-folders that are restricted to access by other agencies. Will have full access to project\_data\nrcs and project data\rnd subfolders. The existing NRCS staff global group will be used to set up NRCS only access to specific folders.

## **9. RD Staff Users Group (gg<sitename>rd)**

Will have RD agency only read access to specific folders and sub-folders that are restricted to access by other agencies. Will have full access to project\_data\rd subfolders. The existing RD staff global group will be used to set up RD only access to specific folders.

## **10. SWCD Staff Users Group (gg<sitename>cd)**

Will have SWCD agency only read access to specific folders and sub-folders that are restricted to access by other agencies. Will have full access to project\_data\swcd subfolders. The existing SWCD staff global group will be used to set up SWCD only access to specific folders.

## **11. State Administrator Group (ggadmstate-<st>)**

The existing State Administrators global group will be used to set Full access permissions for the majority of the geodata folders, as described in the following matrix.

## **12. FSA State User Group (gg<st>fsa)**

This group will include those FSA employees whose workload crosses county boundaries within a state, allowing access to all non-restricted folders, and Read Only access to the restricted folders as noted in the "[Restricted Geodata Matrix](#)," page 8.

## **13. NRCS State User Group (gg<st>nrcs)**

This group will include those NRCS employees whose workload crosses county boundaries within a state, allowing access to all non-restricted folders, and Read Only access to the restricted folders as noted in the "[Restricted Geodata Matrix](#)," page 8.

## **14. RD State User Group (gg<st>rd)**

This group will include those RD employees whose workload crosses county boundaries within a state, allowing access to all non-restricted folders, and Read Only access to the restricted folders as noted in the "[Restricted Geodata Matrix](#)," page 8.

## **15. RCD State User Group (gg<st>rcd)**

This group will include those RC&D employees whose workload crosses county boundaries within a state, allowing access to all non-restricted folders, and Read Only access to the restricted folders as noted in the "[Restricted Geodata Matrix](#)," page 8.