

Maintenance of your Foundational GIS data is an integral part of your overall GIS Program success. Sanborn has put this checklist together to set the expectations of the client and Sanborn. Please use this checklist for preparing for your Annual Data Maintenance. Thank you!

Beginning your Data Updates for the Year

- ☐ Fill out the Annual Data Update Tracker we have provided.
 - ☐ All columns marked in **RED** should be filled in by you to itemize this year's change requests (such as splits, mergers and so on).
 - ☐ We will fill in the black columns. We will use this form to keep track of our comments and provide it back to you for your review.
 - ☐ *Please provide us with any new or changed parcel IDs - these are essential for matching to CAMA.*
- ☐ Identify and collect all source information.
 - ☐ Our preference is for digital files. Please create a folder on your computer for all files (scans, surveys, deeds) and/or upload the digital files to the linked provided by your Project Manager.
 - ☐ If you must send paper files, please make sure you are providing *only* a survey/subdivision plan, sketch or deed. *We do not need print outs of Property Record Cards or other miscellaneous printouts.* The source plans will be scanned and our pricing is based on an assumption that we won't have to sift through piles of unnecessary papers.
 - ☐ Be sure each source is clearly marked so it can be matched to a row on the Tracker and a source is provided for each change listed in the tracker.
- ☐ Create a CAMA export. Your Project Manager may indicate we do not need a CAMA export from you if you have a MapGeo CAMA Uploader already in place, otherwise, please provide an export as a .csv or excel file.
- ☐ Provide Annual Data Update Tracker, source information, and CAMA export (if necessary) to Sanborn.

We will then begin the edits to your data, complete an internal quality check, and when completed, we will provide draft PDF Tax Maps of the changed maps and the tracker to help in your review.

Draft Review

- ☐ Draft Review materials received from Sanborn on ____ / ____ / ____.
- ☐ Review PDF maps to verify that all requested changes have been made.
- ☐ Submit comments/fixes to Sanborn using the Data Update Tracker field 'Review Comments'. *All comments should be compiled together into a single submission.*
- ☐ Complete your review and return the notated Data Update Tracker to Sanborn *within 30 days*. (If review feedback is not received within 30 days, Sanborn assumes the draft deliverables have been accepted as-is).

We will make fixes identified in your review due to omissions, typos, or questions. We will not accept any new requested changes at this time (other than to hold onto them for a future batch of updates or if additional budget has been allocated). Once fixes are incorporated, we will provide the final deliverables and refresh your MapGeo site.

Final Deliverables

- ☐ Final Deliverables received from Sanborn on ____ / ____ / ____.

Notes:

- Please complete the provided Data Update tracker as fully as possible. This will expedite the editing work and minimize the back and forth of questions, so that we can continue to keep your data update costs as low as possible for the following FY.
- *If you are providing your updates to Sanborn in one batch at the end of the year, then updates MUST be sent in one iteration.* Any updates provided after the one iteration will be included in the following update cycle OR will require GIS Support budget to complete.
- *If you have set up a fully-digital process where you are uploading updates to Sanborn throughout the year, then an agreed upon "cut-off date" will be mutually decided on.* Any updates provided after the cut-off date will be included in the following year's update cycle OR will require GIS Support budget to complete.
- If you would like to change the items included in your final deliverables for the following FY, or if you need additional review time, please let us know and we can adjust the deliverables and/or the schedule.