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To: County Assessors and Software Vendors

From: Jim Sparks, Geographic Information Officer, Indiana Office of Technology

Subject: Provision of GIS Parcel Data

Date: September 1, 2017

The purpose of this memorandum is to help County Assessors prepare for the transmission of GIS parcel information to the Indiana Office of Technology (“IOT”) in accordance with IC 6-1.1-4-25. Based upon feedback received from County Assessors, IOT has modified the process and data standards to align with the GIS parcel data that has historically been provided by counties to IOT.

Please note that IOT is aware that in some counties, the County Assessor does not maintain the county’s GIS data. Each county has submitted GIS parcel characteristics to the state in the past, and IOT is happy to work with County Assessors to learn more about their counties’ prior submissions. County Assessors are encouraged to contact Jim Sparks (jsparks@iot.in.gov) for information on how county GIS data has been submitted from individual counties in the past.

Please also note that the state is aware that the deadline for submission under IC 6-1.1-4-25 is September 1, 2017, and that many counties will not be able to reach this deadline for 2017. IOT asks that counties submit the GIS data as soon as reasonably practicable, with an understanding that for many counties, that will be sometime after September 1, 2017. IOT asks where possible that the data be submitted no later than November 1, 2017.

Data Standard

Parcel characteristics should be submitted with the following attributes:

Attribute	Description or Value List	Field Properties
PARC_ID	Local Parcel Number (if different from the state parcel ID)	Type: String, Length: 100
PARC_IDENT	State Formatted Parcel ID. Ex: 01-05-35-200-001.000-020	Type: String, Length: 100
COUNTY_ID	County Number. Ex: 01 (for Adams), 02 (for Allen)	Type: Small Integer, Length: 2
COUNTY_NAM	County Name. Ex: Dubois	Type: String, Length: 20

SOURCE_UPD	Date when this data was last updated, or date at which this data is current. Ex: 20160829 (for August 29, 2016)	Type: Date, Length: 8
ASSESS_YEAR	Assessment year. Ex: 2013	Type: Small Integer, Length: 4

These attributes and the associated parcel geometry (line work) may be provided 1) via email as an ESRI shapefile or geodatabase, or 2) provided as a web feature service. If you are transmitting as a web feature service, please email Jim Sparks your intention. If you are unsure which option is best for your county, or want to learn more about how your county has transmitted GIS parcel data in the past, please email Jim Sparks for more information.

The email address to which shapefiles or geodatabases may be sent is: jsparks@iot.in.gov. If you are transmitting as a web feature service, please send an email stating your intent.

Please let Jim know if you experience any problems transmitting via email or if you have problems delivering the data in this suggested data standard. Other options may be available.

Optional Data Sets

In addition, although not required by IC 6-1.1-4-25, IOT invites the continued submission of the other three geographic information data layers that, along with parcels, have been submitted to the Geographic Information Office in years past. These data include point addresses, road centerlines, and local administrative boundaries. These additional data layers can be submitted using the same transfer technology and at the same time as the parcels.

Questions may be directed to Jim Sparks, Indiana Geographic Information Officer, at 317-234-5889 or by email at jsparks@iot.in.gov.