# PennShare Product Request and

**Project ID:**

(Internal Use Only)

# Data Release Authorization Form

This form must be completed and submitted in order to request addition of products and/or release of data on PennShare. The requesting individual must complete Sections 1 & 2 of the form and then submit it electronically for further action and/or approval(s). For general questions and assistance, please contact [name] at [phone] or [email].

**Section 1: Data Requestor Information (Complete all sections)**

**Date Prepared: Date Required:**

**Project Name:**

**Requested By: Email:**

**Requesting Organization:**

**Section 2: Product/Data Request Information (complete all sections)**

**For assistance with completing this section, please contact one of these GIS personnel:**

**[link to GIS qualified personnel list]**

**Type of Request:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Map - General |  |  |  | Map - Application |  |  |  | Documents |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Service (please specify below) |  |  |  | Data (upload) |  |  |  | Other (please describe below) |  |

**General description and specifications:**

|  |
| --- |
|  |

**Purpose of the product/data requested (what is to be conveyed, how it is to be used, etc.):**

|  |
| --- |
|  |

**This product or data is intended to be shared**

Only within a single PennShare group (specify):

With all PennShare users

With the general public

**Tables and/or data fields you need on the map or to produce the map**

RMS  BMS  MPMS  ECMS  HOP  CE

OTHER (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Fields Required:**

|  |
| --- |
|  |

**Organization Priority:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | High |  |  |  | Medium |  |  |  | Low |

**[“Submit to Admin/Developer”] button**

**Section 3: Admin/Developer Information (completed by GID/PennShare Admin)**

**Administrative information:**

|  |  |
| --- | --- |
| Is the requestor a current member of PennShare? | Yes  No  Unknown |
| Does this request already exist for PennShare? | Yes  No  Unknown |
| Does all required data already exist in PennShare? | Yes  No  Unknown |
| Will new data be created and/or consumed? | Yes  No  Unknown |
| Will this project be viewable by the public? | Yes  No  Unknown |
| Will a new group need to be added to PennShare? | Yes  No  Unknown |

**Development information:**

**A. Available Layers:** List the layers/data that currently exist on PennShare which are required to fulfill this request.

|  |
| --- |
|  |

**B. Additional Layers:** List the layers/data that will need to be added to PennShare, also include the sources of the data (i.e. database, URL, Spreadsheet, Shapefile, …)

|  |
| --- |
|  |

**Data Integrity information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Has complete Metadata been developed, per Metadata Policy? | | Yes  No  Unknown | |
| Has the data been thoroughly tested for use in this project? | | Yes  No  Unknown | |
| Is security required for this project? (if so, specify form below) | | Yes  No  Unknown | |
|  | |

**Data Owner Information (identify as many as are required by data request):**

**Name: Data Elements:**

**Title: Organization:**

**Name: Data Elements:**

**Title: Organization:**

**Name: Data Elements:**

**Title: Organization:**

**Name: Data Elements:**

**Title: Organization:**

**[“A/D Review Complete”] button**

**Section 4: Data Owner Approval *(may need multiple Sections 4-6, depending on request)***

**Signature of Data Owner: \_\_\_**

(Division/Section Chief, Bureau Director or District Executive)

**Responsible for Data Elements:**

**Title: Date:**

**Check Only One:**

Data requested is suitable for public consumption (data will be moved to PennShare for use in this project). ***End of approval process – requestor notified.***

Data requested is NOT suitable for public consumption (data will be moved to secure GID ArcGIS area for use in this project). ***End of approval process – requestor notified.***

Data requested is NOT suitable for public consumption AND I would like to seek clearance for public consumption of this data. ***Request continues to Section 5.***

**[“Submit”] button**

**Section 5: Deputy Secretary Approval**

**Signature of Deputy Secretary: \_**

**Responsible for Data Elements:**

**Deputate: Date:**

**Check Only One:**

I authorize release of the data described in the accompanying request for public consumption (data will be moved to PennShare for use in this project). ***End of approval process – requestor notified.***

I do NOT authorize release of the data described in the accompanying request for public consumption (data will be moved to secure GID ArcGIS area for use in this project). ***End of approval process – requestor notified.***

Data requested is NOT suitable for public consumption AND I would like to seek clearance for public consumption of this data. ***Request continues to Section 6.***

**[“Submit”] button**

**Section 6: New Data Release Approval**

**Assigned for Action to the following member of the Press Office:**

**Name: \_\_\_**

**Data Elements Under Review:**

**Title: Date:**

**Check All That Apply:**

Request forwarded to Office of Chief Counsel for review

Request forwarded to Open Records Office for review

Request forwarded to Office of Administration for review

Request forwarded to Secretary for review

**[“Submit”] button**