# 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:**

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

|  |
| --- |
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**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:**

|  |
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**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.

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**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, …)

|  |
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**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**