# Before You Start

In order to help us determine how your data best fits into the DataBC Program’s services for data publication, please take a moment to answer the following questions about your data.

## General Data Details

1. Provide a short description of the dataset(s):
2. Does the data already exist in the DataBC Program? (e.g., the BC Geographic Warehouse, the BC Data Catalogue, etc.)
   1. If these are replacement dataset(s), what are the dataset(s) to retire?
3. Does this data belong with any other groupings of data in the BC Geographic Warehouse? (e.g., WHSE\_ADMIN\_BOUNDARIES, WHSE\_LAND\_USE\_PLANNING, etc.)
4. Is the data provincial in extent?

*This doesn’t mean that the dataset necessarily contains data for all parts of the province. It just means that if there were data for some other part of the province, it would be included in the dataset.*

* + If not provincial in extent now, is there an intent to make the dataset provincial in extent in the future?

## DATASET DESCRIPTION

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Point, Line, Polygon, or Non-Spatial** | **# of columns** | **Dataset Size (approx. # of records)** | **Intended growth**  **(e.g., 10% over 2 yrs. and 1% after)** | **Update frequency (e.g., nightly, monthly, annually, ad-hoc)** | **Source File Format**  **(e.g., File geodatabase, Shapefile, CSV, etc.)** | **Source File Location**  **(e.g., Database, LAN, API, etc.)** |
| *EXAMPLE:*  *Ungulate Winter Range* | *Polygon* | *8* | *1000* | *1% annually* | *Ad-hoc* | *File geodatabase* | *LAN* |
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## Custodianship Considerations

1. Has this dataset been created by the Province of British Columbia?
   1. If no, is your business area the authorized [*Data Steward*](https://bcgov.github.io/data-publication/pages/dsg_bcdc_roles_responsibilities.html#the-data-steward)?
2. Do you have Director level approval?

*Your Director will be the Data Custodian, and ultimately accountable for the dataset. Refer to*[*What is a Data Custodian*](https://bcgov.github.io/data-publication/pages/dsg_bcdc_roles_responsibilities.html#what-is-a-data-custodian)*for further details.*

1. Is there a program (staff and resources) in place to ensure this data kept up-to-date?
2. Are there identified staff managing the data, i.e., Data Manager?

*Refer to*[*What it means to be a Data Manager*](https://bcgov.github.io/data-publication/pages/dsg_bcdc_roles_responsibilities.html#what-it-means-to-be-a-data-manager)*for further details.*

## Relationship to Legislation

1. Is this dataset associated with legislation or policy? In other words, is the dataset:
   * required by legislation or policy? (e.g., to provide public access)
   * necessary to assist staff in carrying out tasks required by legislation or policy?

## Audience Considerations

1. Who is the intended audience? (e.g.,Public, BC Government, People with a Business BCeID, Individual named users)
   1. If the audience is the public, is the intention to make the data under the [*BC Open Government Licence*](https://www2.gov.bc.ca/gov/content?id=A519A56BC2BF44E4A008B33FCF527F61)?
2. Are there existing or new applications that will use this data?
3. What tools will be used to access the data? (Yes / No)

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| [BC Data Catalogue](https://catalogue.data.gov.bc.ca/) | [iMapBC](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc) | [Web-mapping Frameworks](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/bc-spatial-data-infrastructure/webmapping) | [BC’s Map Hub (ArcGIS Online)](https://www2.gov.bc.ca/gov/content?id=DE0602BB42664AA28C9F059D45CC1CC2) | [Data Distribution Services (Downloads)](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/data-distribution-services) | Direct Connect for internal government GIS users  (e.g., ArcGIS, SQL Developer) | Outside DataBC tools/applications  (existing or new applications) |
|  |  |  |  |  |  |  |

Once complete, please attach and send this form via email to [DataBC.DA@gov.bc.ca](mailto:DataBC.DA@gov.bc.ca) with the subject line: <YOUR ORG> Data Publication Request – Before You Start.