Background

The GIS Unit has developed a TIP layer containing sensitive information. It is the intent of the Program & Analysis Section to establish a process for distributing the TIP GIS data to protect the sensitive information. It is important that the TIP GIS data is distributed following this process to protect the GIS Unit, TIP Unit, and NCDOT.

Purpose of Policy

The purpose of this policy is to clearly define the process for distributing TIP shapefiles. Following the proper process will ensure TIP data is distributed in correctly, completely, and accordance with TIP Unit requirements.

Distribution Guidelines

1. **Only the Distribution Center may distribute the TIP layers**.

2. Two versions of the TIP product exist.

   Version 1: For NC DOT staff only. It is not to be distributed to anyone outside the DOT. This includes contractors working for the NC DOT. This copy contains TIP database data.

   Version 2: For the public and all contractors. This copy does not contain any TIP database data.

3. The data is distributed via zip files. The data should never be distributed outside the zip files. The road alignments and intersections must go together to accurately represent TIP. The user documentation contains important information about the layers.

4. The copies for public/contractor distribution are located in: \\gis-fs01\ExternalGIS\DOTTIPData

   NCDOT version of the layer is located in:
   \\dot-csfs01\CommonTEMP\PACommon\DOTStaffOnly\DistDOTData\TIPLayers-DOTStaffOnly-Version

TIP GIS Data Product

Four zip files are available for distribution. However, only one zip file will be required to meet a customer request. The differences between the zip files are:

- Feet or meters
- Public version or NCDOT Staff version

The zip files are:

   TIPProjectsGISLayersFt-2004-2010-Public.zip
   TIPProjectsGISLayersMtr-2004-2010-Public.zip
   TIPProjectsGISLayersFt-2004-2010-DOT.zip
   TIPProjectsGISLayersMtr-2004-2010-DOT.zip

Those files whose name contains "Ft" are feet version.
Those files whose name contains "Mtr" are meters version.
Those files ending in "Public" should be distributed to anyone outside NCDOT.
Those files ending in "DOT" should be distributed only to NCDOT staff

Within each zip files are 3 "files" in the appropriate format.

1. TIPRoadsFt-2004-2010.shp or TIPRoadsMtr-2004-2010.shp - contain TIP road alignments
2. TIPIntersectionsFt-2004-1020.shp or TIPIntersectionsFt-2004-1020.shp – contain TIP intersections
3. TIPUserDoc.pdf – document contains important information about the TIP layer and should always be distributed with the data.

Policy Enforcement

GIS Unit employees responsible for distributing The GIS Unit's TIP GIS data are responsible for understanding and following this policy. Employees refusing to carry out this reasonable order are subject to the policy enforcement actions.