

Hello all,

Wisconsin counties are now required by Wisconsin statute to submit ward level Geographic Information System (GIS) data to the Legislative Technology Services Bureau (LTSB) twice a year, by January 15th and July 15th.

The first data collection will begin on **Monday, January 4th, 2016** and will end on **Monday, January 18th, 2016**.

Data and Program Requirements

In order to create statewide geographic data for municipal wards, municipalities and county supervisory districts, LTSB will combine municipal ward boundaries that are coded with the same attribute (geospatial dissolve).

TV	COUSUBFP	WARDID	SUPERID	ALDERID
	60525	0002	12	0
	32350	0001	16	0
	32875	0002	18	0
	89425	0001	23	1
	61100	0001	12	0
	60500	0001	15	0
	60525	0002	12	0

*Figure 1: Required attributes for data submission. *AlderID is not a required field for submission.*

Municipal wards are the building blocks of each of these geographic layers of information. No municipality, supervisory district or aldermanic district should cross the boundary of a municipal ward.

1. Municipal ward data submitted to LTSB must have the following populated fields (See Figure 1).
 - **COUSUBFP** – This is the Census Bureau’s designated Minor Civil Division code
 - **WardID** – This field will designate the ward number (e.g., 1, 2, 1a, 1b)
 - **SuperID** – This field will designate the county supervisory district (e.g., 1, 2, 3)
 - ***AlderID** – This field will designate the municipal aldermanic districts (e.g., 1, 2, 3)
2. All data must have a defined projection; county coordinate systems and geographic coordinate systems are acceptable.
3. All data must be submitted to LTSB by **Monday, January 18th, 2016**.
4. Statewide GIS layers of municipal wards, municipal boundaries, and county supervisory districts will be posted to LTSB’s open data page by **Monday, February 1st, 2016**.

5. All annexations through **December 31st, 2015** must be documented by **Tuesday, March 1st, 2016** in the WISE-Decade system.

6. All documented annexations will be reported to the Census Bureau on or before **March 31st, 2016** by LTSB.

An e-mail will follow with login information to the WISE-Decade software platform for your county. This e-mail will be sent to your current County Clerk and Land Information Officer. If you would like to add additional contacts please respond to this e-mail with their information.

For more information on this project please visit our website at <http://legis.wisconsin.gov/ltsb/gis/wise-decade/>.

If you have any application support or data questions please e-mail the LTSB GIS team at support.wise-decade@legis.wisconsin.gov.

Thank you,

Tony

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