

DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
CIRCULAR LETTER

Effective Date: 1/27/2005  
Expiration/Review Date: 1/27/2007

**CIRCULAR LETTER TO:** All Personnel

**SUBJECT:** Access to FORIST Applications and Data by Non-Forestry Staff and the Public

**PURPOSE:**

To define the circumstances and procedures under which non-forestry staff and the public can get access to FORIST applications and FORIST data.

(FORIST is the interconnected set of computer applications and databases that support DNR Forestry business processes statewide.)

**RESPONSIBILITIES:**

- A. The Division of Forestry (DOF) is responsible for developing and maintaining FORIST applications and databases. DOF is also responsible for developing and enforcing the standards and procedures by which data is gathered, input, stored, and accessed in FORIST to ensure secure, accurate, quality data.
- B. DOF is responsible for making FORIST data available to other DNR staff, and the public, so that effective natural resource management planning can be carried out and agreed upon citizen review and oversight of DNR activities is achieved.

**POLICIES:**

- A. Provide non-Forestry DNR staff the ability to access FORIST data with little or no assistance or intervention by DOF staff.
- B. Provide citizens and other non-DNR stakeholders the ability to view and download basic forest inventory data without assistance or intervention by DOF staff.
- C. Provide citizens and other non-DNR stakeholders with details about forest development plans and accomplishments only with assistance and intervention by DOF staff.
- D. Provide non-Forestry DNR staff the ability to update forest inventory data on land they administer.

- E. Abide by the terms of license agreements with technology vendors who have supplied FORIST components.
- F. Employ the department's geographic information system data resource sites (DRSes) and other standard DNR mechanisms for distributing geographic data.

**PROCEDURES:**

- A. Read-only access to FORIST data for DNR staff will be provided via the department's geographic information system DRSes.
- B. Read-only access to FORIST inventory data for those outside the DNR will be provided via the department's Data Deli website and via Resource Assessment's ForestView application.
- C. Details about forest development plans and accomplishments will be provided to citizens and other non-DNR stakeholders by area staff at DOF area offices.
- D. Write access to the FORIST - Forest Inventory Module (FIM) will be granted on a case-by-case basis to non-Forestry DNR staff charged with maintaining forest inventory data on land that is not administered by Forestry (e.g. Wildlife Management Areas). Each case requires that the individual:
  - Agrees to gather and enter field data consistent with Forestry's quality standards as defined in the DOF "Cooperative Stand Assessment (CSA) Manual" and subject to oversight by the DOF Resource Assessment unit and Area Forestry staff.
  - Receives FORIST – FIM training
  - Receives CSA field data gathering training
  - Owns a license for ArcView of the same version as FIM uses
  - Receives approval from the Regional Forest Supervisor
- E. Write access to FIM by non-DNR people (e.g. Camp Ripley staff) will be evaluated on a case-by-case basis and require approval by the Director of DOF.

Signed

Michael R. Carroll, Director  
Division of Forestry