

For: State and County Offices

Deleting CLU Geospatial Data From the Structured Query Language (SQL) Server

Approved by: Deputy Administrator, Management



1 Overview

A Background

When County Offices move or close, after data migration it is an essential security practice to delete the users and databases from the servers that are no longer needed.

3-CM provides that all records shall be moved from the closing County Office to the newly designated administrative County Office. However, after the data migration occurs, there is currently no official process that requires the SDE user logins and CLU data layer and other geospatial datasets including CRP, wetlands, grain bins, and land use to be deleted from the servers that are no longer in use. CLU and other associated geospatial data and layers stored in ArcSDE/MSSQL **must** now be deleted from the old servers, along with the user logins from the closing County Office.

OGC concurs that this activity does not violate the retention responsibilities of documentary materials (including electronically stored information) under FSA’s current litigation hold policies.

B Purpose

This notice:

- ensures that geospatial data and ArcSDE/SQL user logins are timely and properly deleted from servers in closed County Offices
- provides State Offices with procedures for deleting ArcSDE CLU and other related geospatial databases and users from the closed County Office.

The procedure in this notice is to be performed by the State Office GIS personnel **only** and has been tested for the following:

- full and accurate geospatial database deletion
- ArcSDE user login deletion.

Disposal Date	Distribution
February 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

Questions about this notice should be directed to Ted Payne by either of the following:

- e-mail to ted.payne@wdc.usda.gov
- telephone at 202-720-2187.

2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users

A Software Needed for CLU Data and ArcSDE User Deletion

State Office GIS personnel need the following software to delete ArcSDE users and CLU geospatial data.

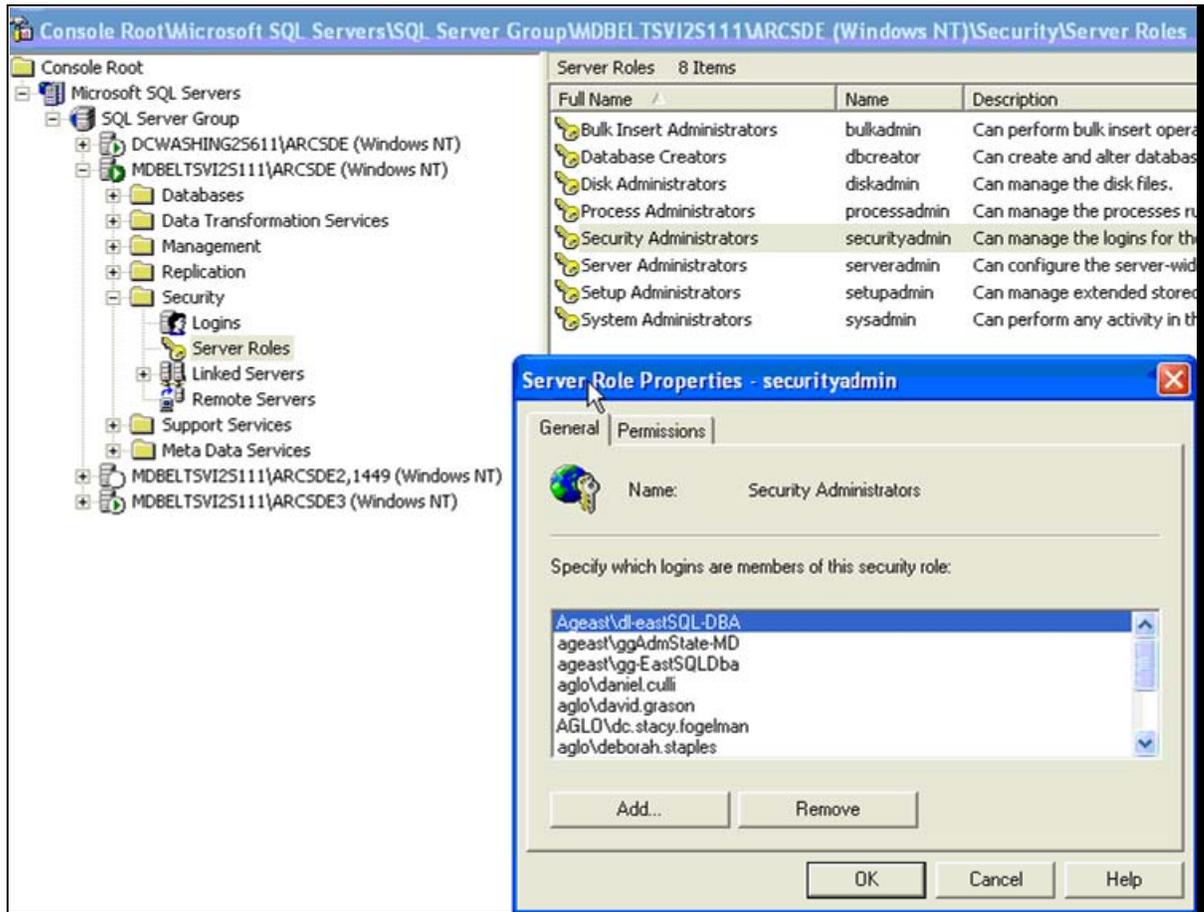
Step	Action
1	Microsoft SQL Enterprise Manager (version 8.x). If Enterprise Manager is not loaded on the State Office workstation, contact ITSD staff. Enterprise Manager is located on Team Services and is approved software.
2	ESRI ArcCatalog 9.1 or 9.2 that is part of the overall client ArcGIS install.

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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

B Access Rights Needed for Deleting ArcSDE CLU Geospatial Data

Each State Office GIS specialist or coordinator deleting geospatial data has been given the appropriate rights in SQL at the Security Administrator level in every Service Center CLU layer through the SGA group in the Active Directory.

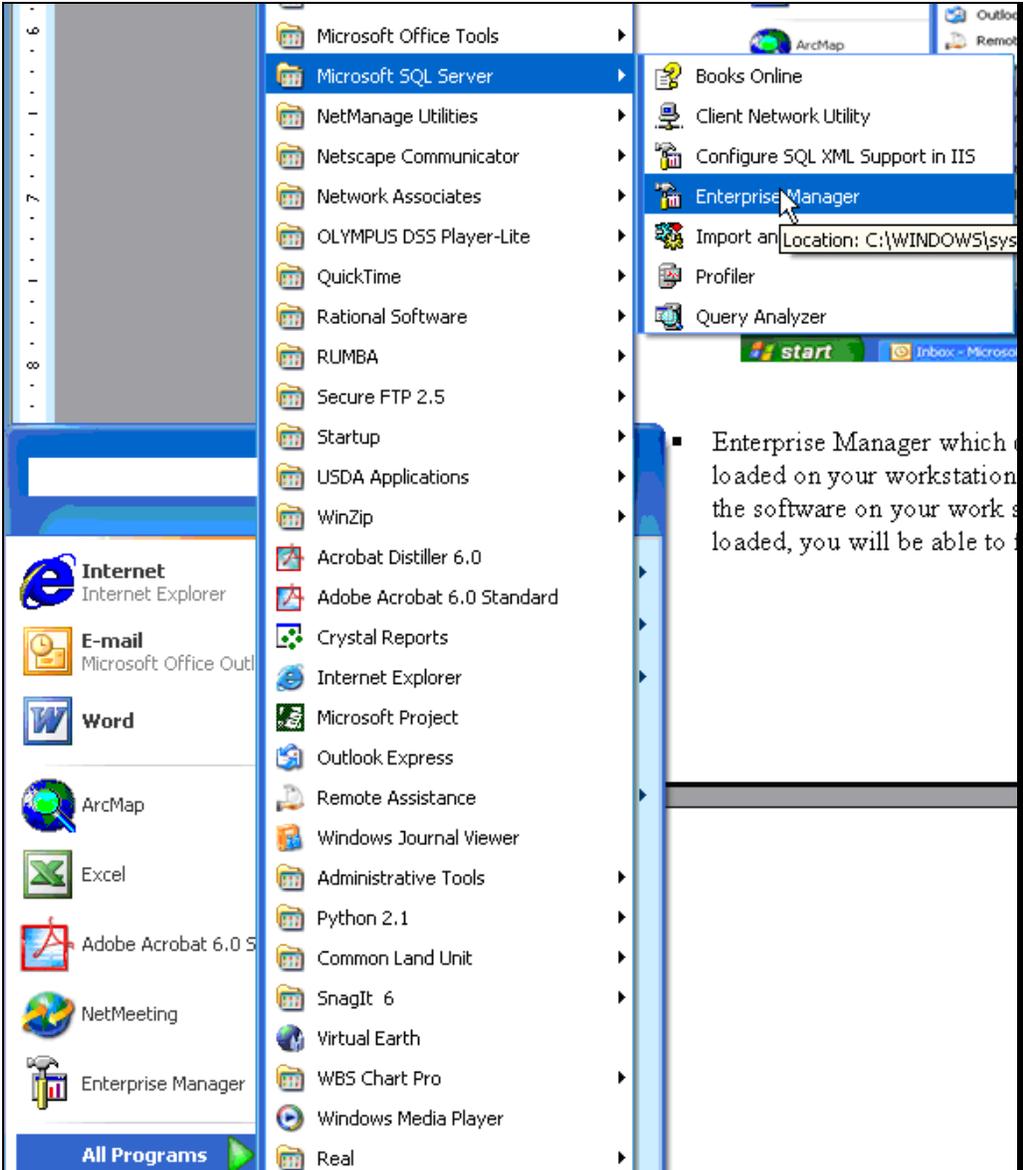


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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions

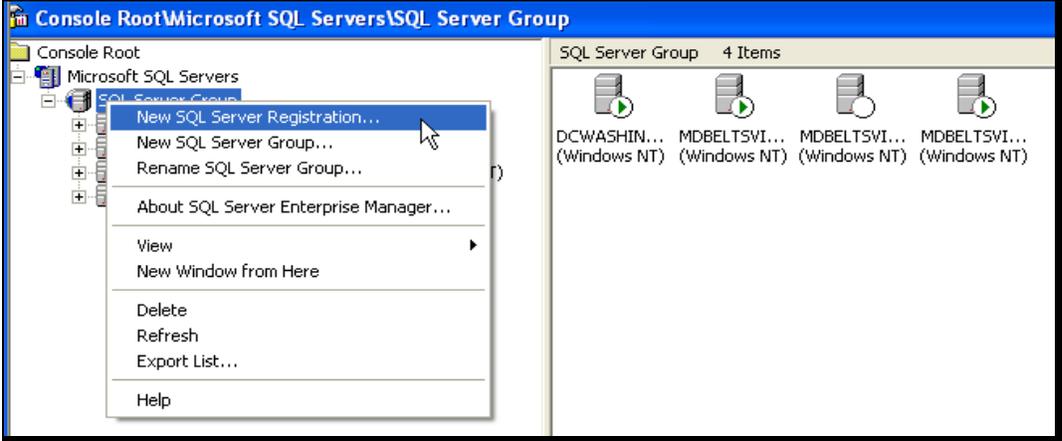
Perform geospatial database and user deletions according to the following.

Step	Action
1	<p>Do the following, on the State Office workstation, to open Enterprise Manager that is part of the Microsoft SQL Server 2000 install; from the desktop, CLICK “Start”, “All Programs”, “Microsoft SQL Server”, and “Enterprise Manager”.</p> <p>Note: If Enterprise Manager is not loaded on the State Office workstation, contact ITSD staff. Enterprise Manager is located on Team Services and is approved software.</p>  <p>The screenshot shows a Windows XP desktop with the Start menu open. The 'All Programs' list is expanded to show 'Microsoft SQL Server', which is further expanded to show 'Enterprise Manager'. A mouse cursor is hovering over 'Enterprise Manager'. The desktop background shows icons for Internet Explorer, E-mail, Word, ArcMap, Excel, Adobe Acrobat 6.0, NetMeeting, and Enterprise Manager. The taskbar shows the Start button, Internet Explorer, and Microsoft Office Outlook.</p>

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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

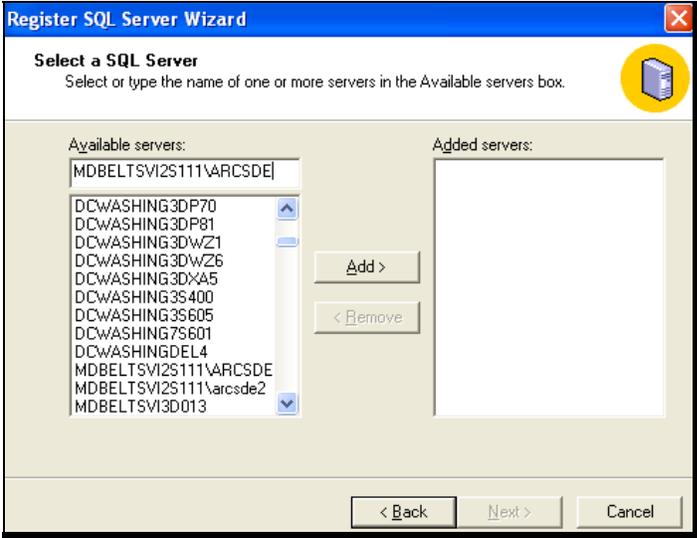
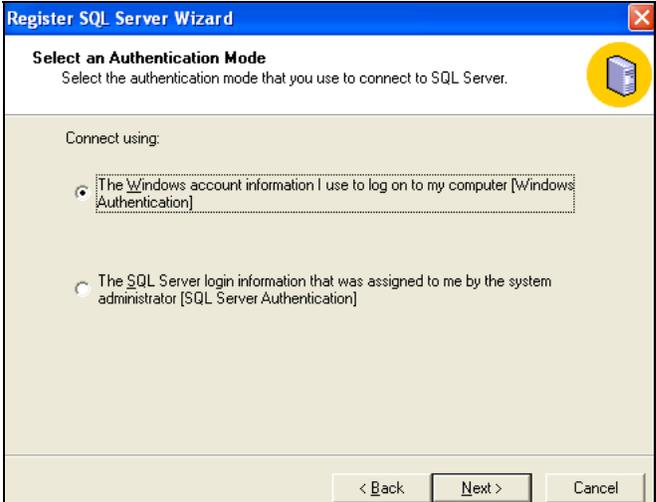
C Performing Geospatial Database and User Deletions (Continued)

Step	Action
2	<p>Do the following to create a connection to the County ArcSDE database that was transferred, if a connection does not already exist, through Enterprise Manager. From the Enterprise Manager window, RIGHT-CLICK “SQL Server Group” and CLICK “New SQL Server Registration”.</p> <p>Note: Users must have been added as a Security Administrator to SQL database.</p>  <p>The Welcome to the Register SQL Server Wizard Screen will be displayed, CLICK “Next”.</p>

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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
2 (Cntd)	<p>The Register SQL Server Wizard dialog box will be displayed. In the “Available servers” box, type the name of the closing County Office server to which the user wants to connect, enter “\ARCSDE” to the end of the server name, and CLICK “Add”.</p>  <p>The “Added servers” box will be populated with the server name that the user typed into the “Available servers” box, CLICK “Next”.</p> <p>The Register SQL Server Wizard dialog box will be re-displayed, informing the user to select an authentication mode. Ensure that “The Windows account information I use to log on to my computer [Windows Authentication]” option is selected and CLICK “Next”.</p> 

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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

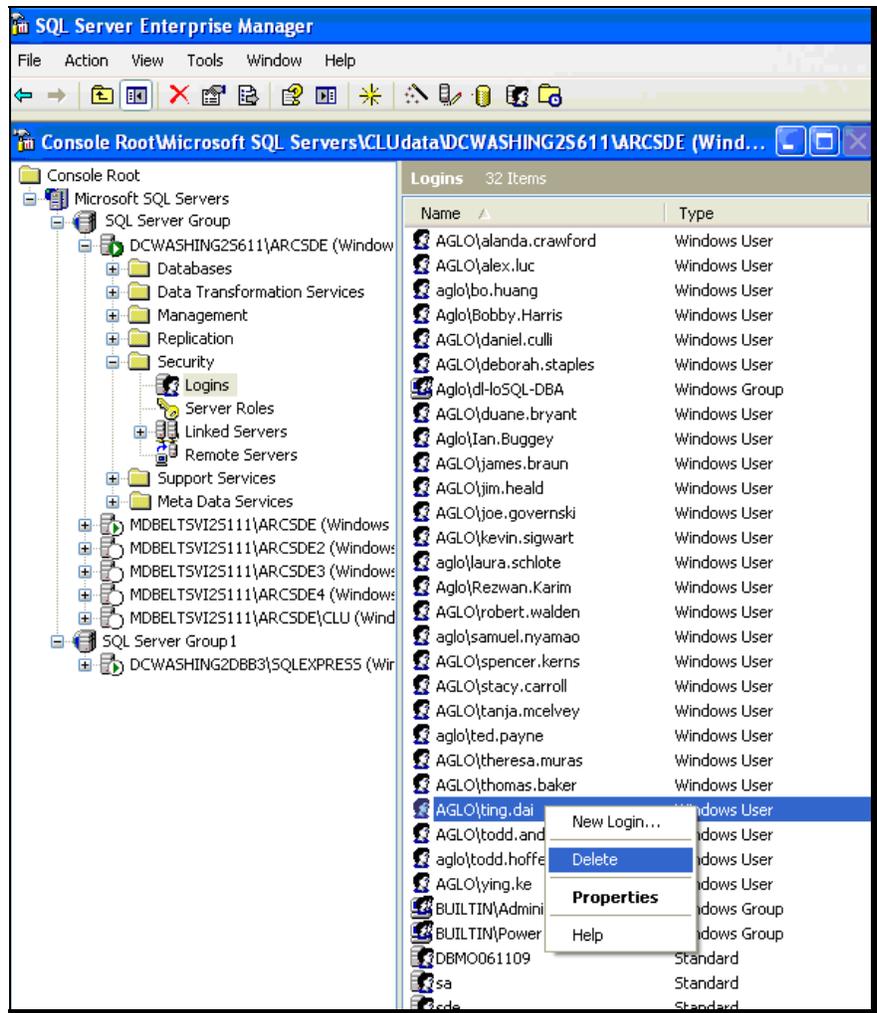
Step	Action
2 (Cntd)	<p>The Register SQL Server Wizard dialog box will be re-displayed, informing the user to select SQL server group. CLICK “Add the SQL Server(s) to an existing SQL Server Group” and CLICK “Next”.</p>
	
	<p>The Register SQL Server Wizard dialog box will be re-displayed, informing the user that the system is completing the register SQL server wizard, CLICK “Finish”. (If the server does not register, make sure that the server name and SDE instance name are correct and you have been assigned with proper access rights.)</p> 

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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

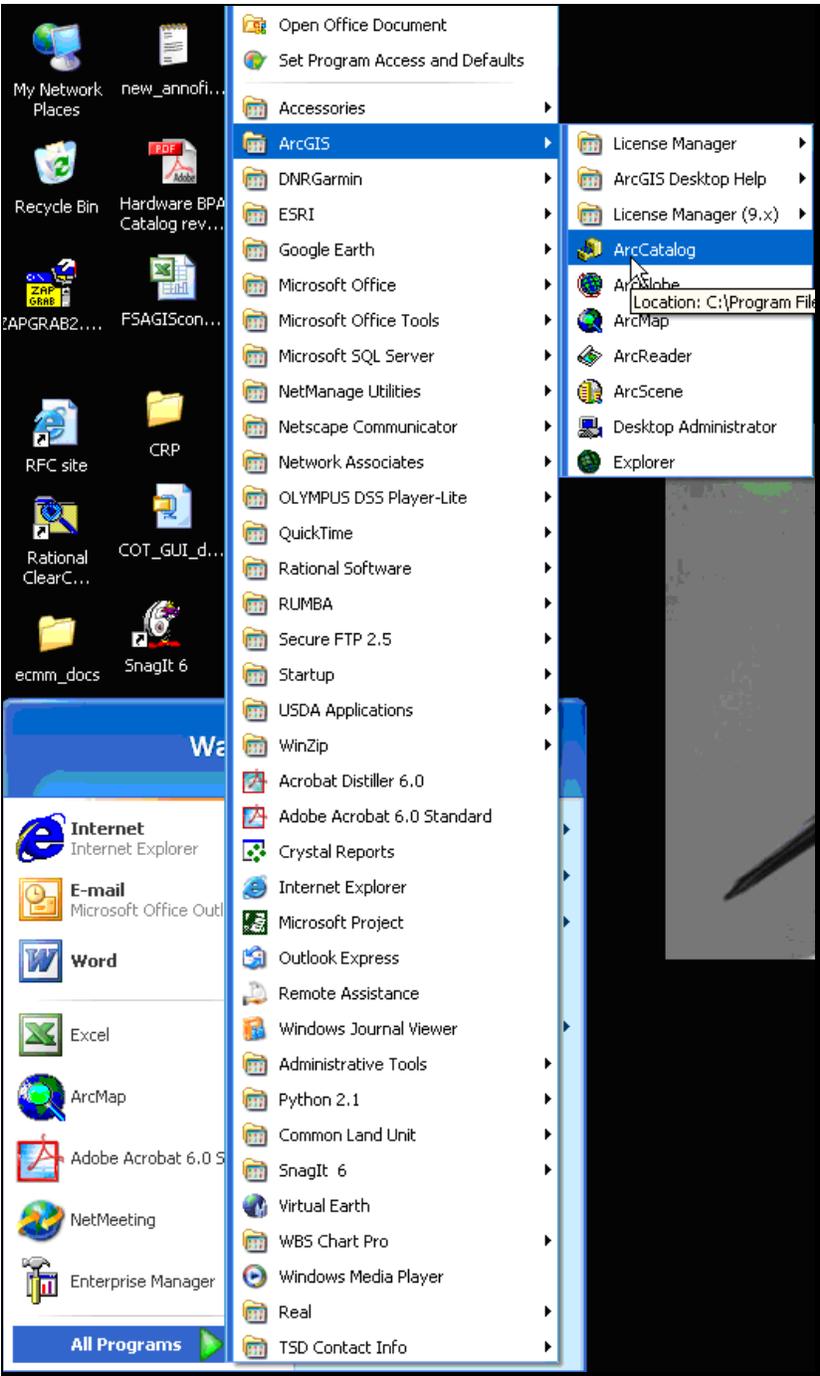
Step	Action
3	<p>Once the County ArcSDE server is registered, expand the existing County ArcSDE server in Enterprise Manager, as follows:</p> <ul style="list-style-type: none"> • CLICK “+” next to “Security” folder to expand “Security” folder • CLICK “Logins” • in the window on the right side, locate the user’s login to be deleted • right-click the user’s login • CLICK “Delete”. <p>The user is now deleted. Leave the Enterprise Manager window open.</p> <p>Note: Navigating within Enterprise Manager works the same as Windows Explorer. Use the “+” and “-” signs to expand and hide levels.</p>



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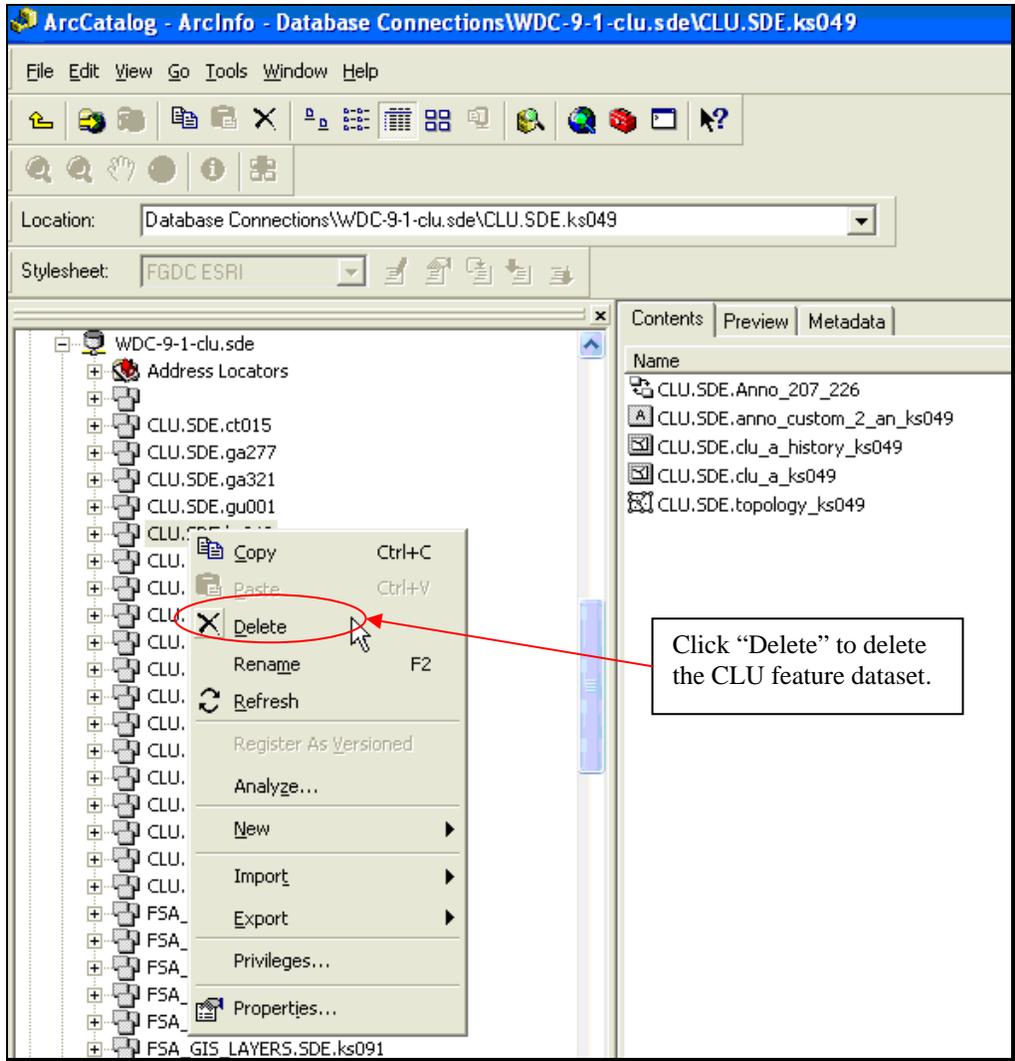
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
4	<p>On the State Office workstation, open ArcCatalog 9.1, which is part of the overall client ArcGIS install, according to the following.</p> <p>From the desktop, CLICK “Start”, “All Programs”, “ArcGIS”, and “ArcCatalog”.</p>  <p>The screenshot shows a Windows desktop with a Start menu open. The 'All Programs' list is expanded to 'ArcGIS', which is further expanded to show 'ArcCatalog'. A mouse cursor is hovering over the 'ArcCatalog' icon. The desktop background is dark, and various application icons are visible on the left side of the screen.</p>

2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

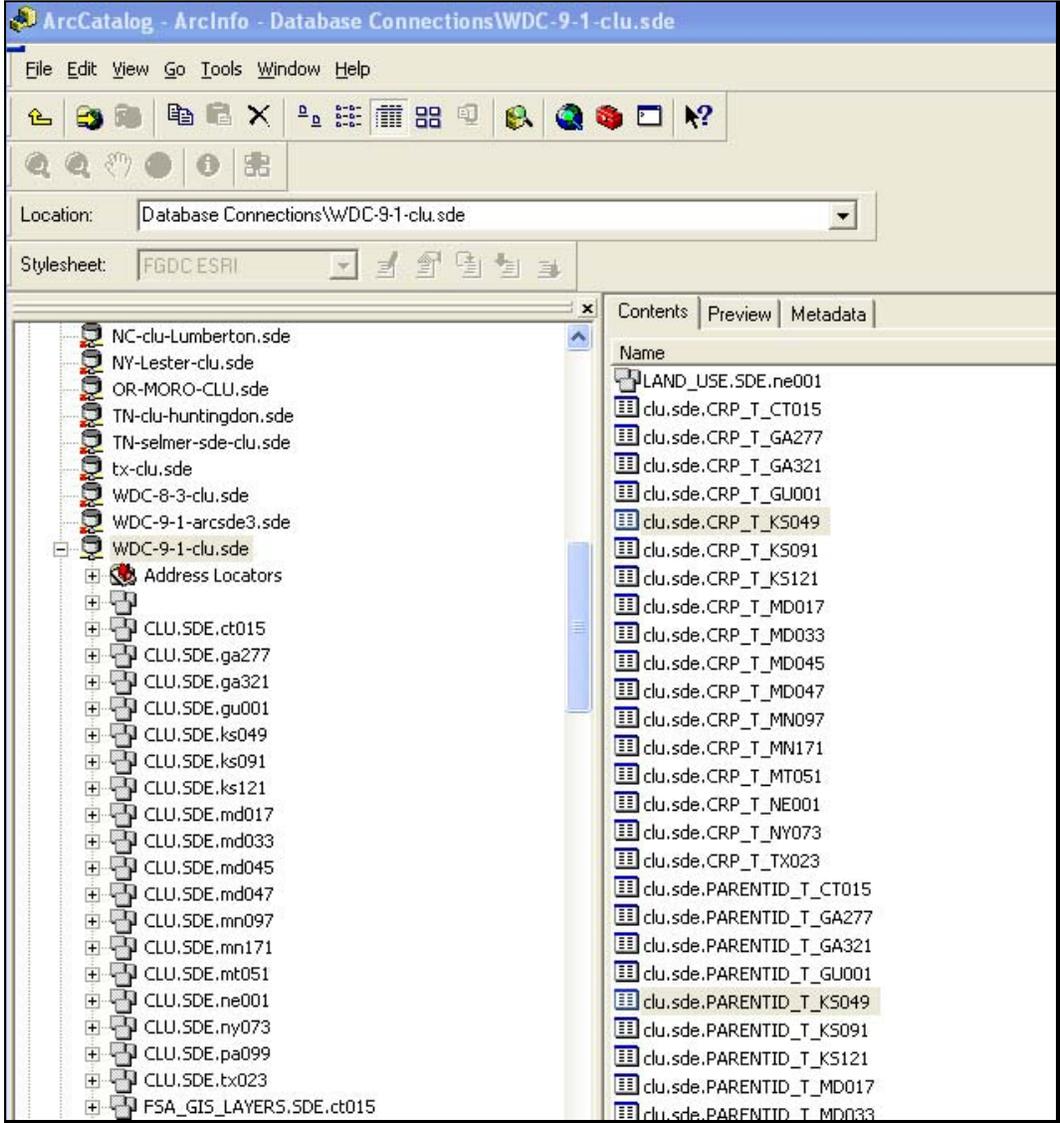
C Performing Geospatial Database and User Deletions (Continued)

Step	Action
5	From the State Office workstation, connect to the CLU SDE database of the County Office that needs to be deleted.
6	<p data-bbox="386 438 1401 510">At the County Office database, locate and right click on the entire CLU feature dataset (that is, “CLU.SDE.stxxx”) and CLICK “Delete”.</p>  <p data-bbox="1036 1157 1349 1255">Click “Delete” to delete the CLU feature dataset.</p> <p data-bbox="386 1646 1466 1787">Notes: The feature dataset contains a CLU history feature class, CLU feature class, CLU topology layer, an annotation relationship class, and an annotation feature class if the County Office had previously created an annotation layer. All of these will be deleted.</p> <p data-bbox="483 1829 1438 1896">Navigating within ArcCatalog works the same as Windows Explorer. Use the “+” and “-” signs to expand and hide levels.</p>

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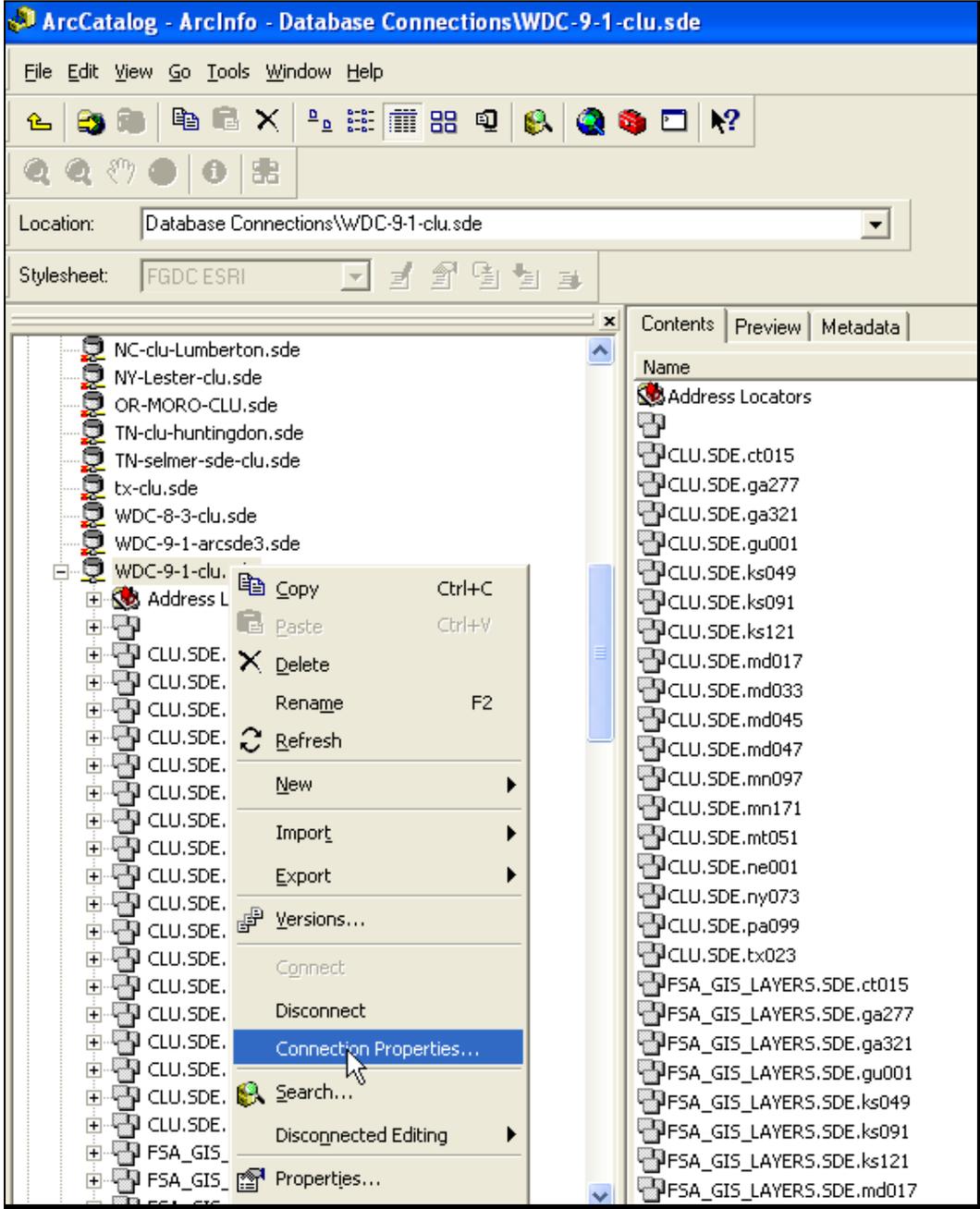
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
7	In the County Office CLU database, locate the ParentID and CRP tables, and repeat the delete function in step 6.
 <p>The screenshot displays the ArcCatalog interface for a database connection named 'WDC-9-1-clu.sde'. The left-hand pane shows a tree view of the database structure, with 'WDC-9-1-clu.sde' expanded to reveal a folder named 'CLU.SDE'. This folder contains numerous tables, including 'ct015', 'ga277', 'ga321', 'gu001', 'ks049', 'ks091', 'ks121', 'md017', 'md033', 'md045', 'md047', 'mn097', 'mn171', 'mt051', 'ne001', 'ny073', 'pa099', 'tx023', and 'FSA_GIS_LAYERS.SDE.ct015'. The right-hand pane shows a list of table names, including 'LAND_USE.SDE.ne001', 'clu.sde.CRP_T_...' tables (e.g., 'CT015', 'GA277', 'GA321', 'GU001', 'KS049', 'KS091', 'KS121', 'MD017', 'MD033', 'MD045', 'MD047', 'MN097', 'MN171', 'MT051', 'NE001', 'NY073', 'TX023'), and 'clu.sde.PARENTID_T_...' tables (e.g., 'CT015', 'GA277', 'GA321', 'GU001', 'KS049', 'KS091', 'KS121', 'MD017', 'MD033').</p>	

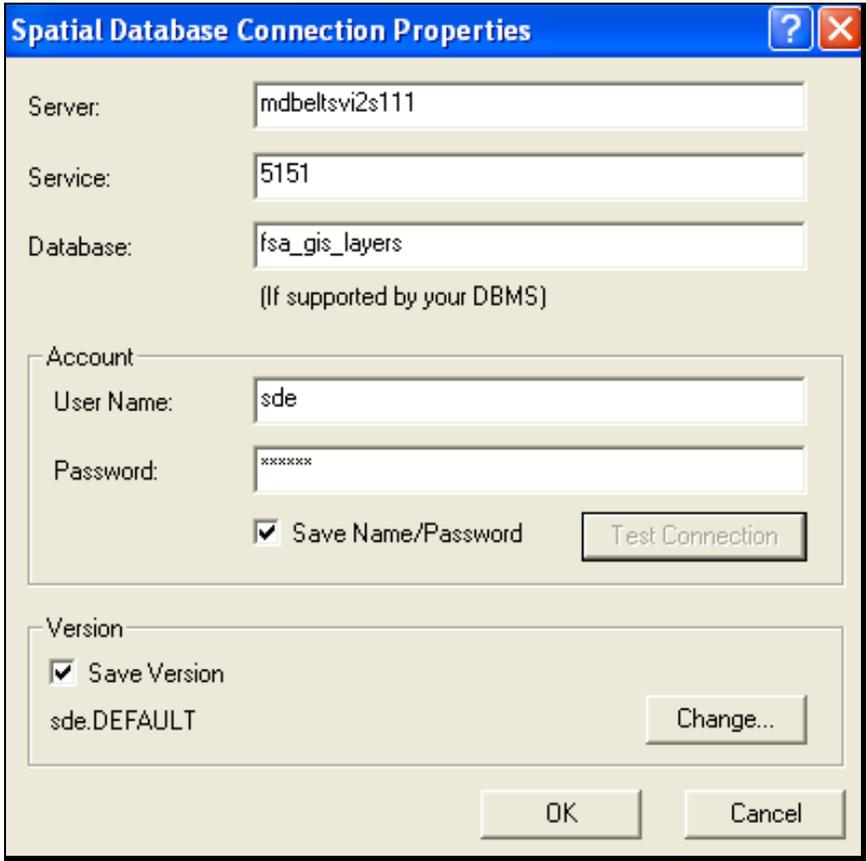
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
8	Open the connection properties for the County Office’s connection in ArcCatalog by right clicking and CLICK “Connection Properties”.
 <p>The screenshot shows the ArcCatalog interface. The title bar reads 'ArcCatalog - ArcInfo - Database Connections\WDC-9-1-clu.sde'. The menu bar includes File, Edit, View, Go, Tools, Window, and Help. The Location field is set to 'Database Connections\WDC-9-1-clu.sde' and the Stylesheet is 'FGDC ESRI'. The tree view on the left shows a list of database connections, with 'WDC-9-1-clu.sde' expanded to show its contents. A right-click context menu is open over this connection, with the 'Connection Properties...' option highlighted. The Contents pane on the right shows a list of geospatial data layers, including 'Address Locators' and various 'CLU.SDE' and 'FSA_GIS_LAYERS.SDE' datasets.</p>	

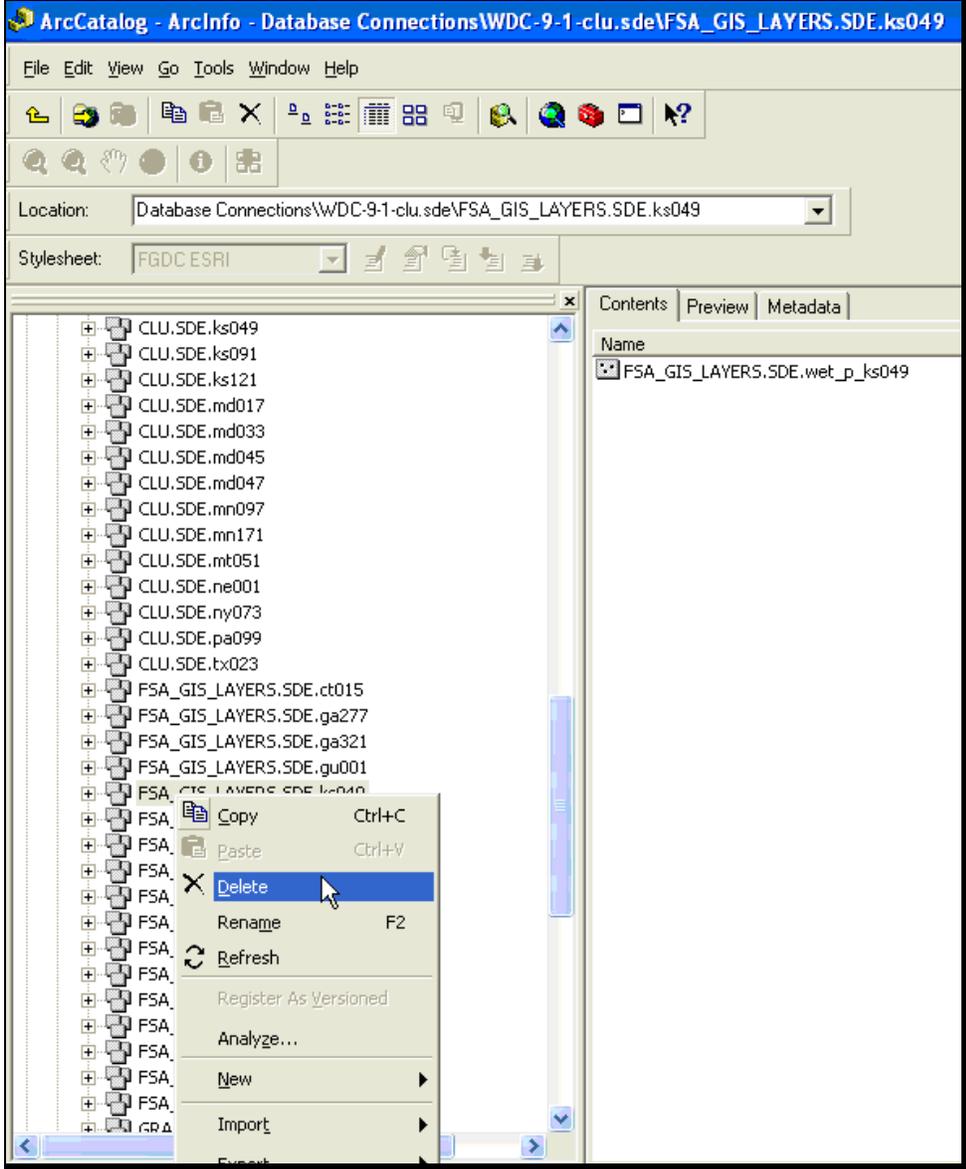
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action						
9	<p>On the Spatial Database Connection Properties dialog box, change “Database” from “CLU” to “fsa_gis_layers”.</p> <p>Important: Do not skip the underscores in the database name.</p> <p>CLICK “Test Connection”.</p>						
	<table border="1"> <tr> <td data-bbox="375 579 740 653">IF “Test Connection”...</td> <td data-bbox="740 579 1476 653">THEN...</td> </tr> <tr> <td data-bbox="375 653 740 726">becomes grayed-out</td> <td data-bbox="740 653 1476 726">CLICK “OK”.</td> </tr> <tr> <td data-bbox="375 726 740 800">does not gray-out</td> <td data-bbox="740 726 1476 800">a popup window will be displayed, informing the user of the problem.</td> </tr> </table>	IF “Test Connection”...	THEN...	becomes grayed-out	CLICK “ OK ”.	does not gray-out	a popup window will be displayed, informing the user of the problem.
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does not gray-out	a popup window will be displayed, informing the user of the problem.						
	 <p>Changing “Database” from “CLU” to “FSA_GIS_Layers” means that users:</p> <ul style="list-style-type: none"> • can work within FSA_GIS_Layers dataset • cannot manipulate or work with CLU database. 						

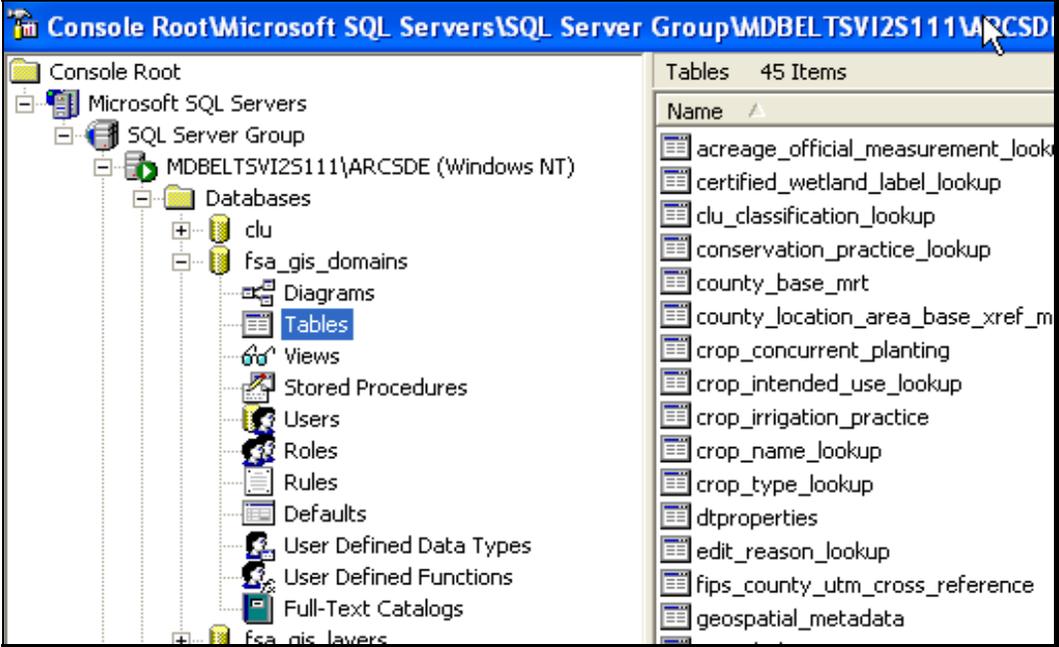
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
10	<p>Delete FSA_GIS_Layers feature dataset from the County Office. Right click FSA_GIS_Layers feature dataset (that is, “fsa_gis_layer.SDE.stxxx”) and CLICK “Delete”.</p>  <p>The screenshot shows the ArcCatalog interface. The main pane displays a list of feature datasets under the connection 'Database Connections\WDC-9-1-clu.sde\FSA_GIS_LAYERS.SDE.ks049'. A context menu is open over the dataset 'FSA_GIS_LAYERS.SDE.wet_p_ks049', with the 'Delete' option selected. The 'Contents' pane on the right shows the selected dataset.</p> <p>Note: If the County Office is a Land Use or Bin Tool site, repeat delete function in step 6 for the Land_Use and Grain_Storage_Bin datasets. Users must follow steps 8 and 9 to connect to the Land_Use and Grain_Storage_Bin databases.</p>

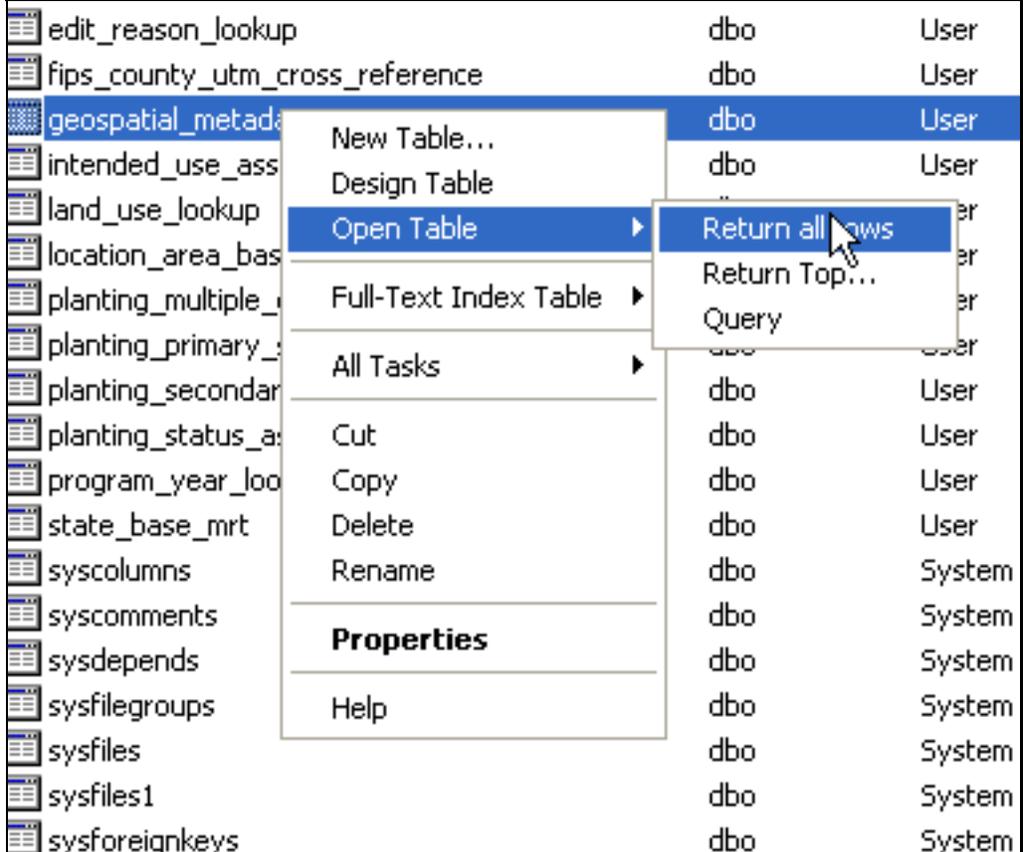
2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
11	<p>Back at the Enterprise Manager; navigate on the left side of the window to “databases\fsa_gis_domains\tables”.</p> <p>Note: Navigating within Enterprise Manager works the same as Windows Explorer. Use the “+” and “-” signs to expand and hide levels.</p>  <p>The screenshot shows the Enterprise Manager console tree expanded to 'Microsoft SQL Servers' > 'SQL Server Group' > 'MDBELTSVI2S111\ARCSDE (Windows NT)' > 'Databases' > 'fsa_gis_domains' > 'Tables'. The right pane displays a list of 45 tables, including 'acreage_official_measurement_look', 'certified_wetland_label_lookup', 'clu_classification_lookup', 'conservation_practice_lookup', 'county_base_mrt', 'county_location_area_base_xref_m', 'crop_concurrent_planting', 'crop_intended_use_lookup', 'crop_irrigation_practice', 'crop_name_lookup', 'crop_type_lookup', 'dtproperties', 'edit_reason_lookup', 'fips_county_utm_cross_reference', and 'geospatial_metadata'.</p>

2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

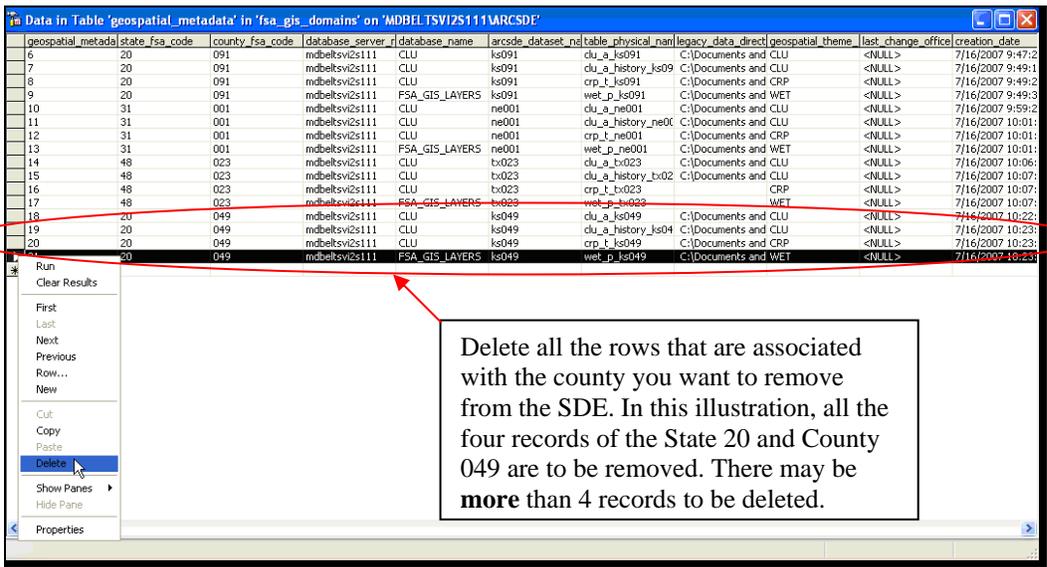
C Performing Geospatial Database and User Deletions (Continued)

Step	Action																																																												
11 (Cntd)	<p>On the right side of the screen, a list of all available tables within the fsa_gis_domains will be displayed. To view and edit the table, RIGHT CLICK “geospatial_metadata”, CLICK “Open Table”, and CLICK “Return all rows”.</p>																																																												
	 <table border="1" data-bbox="407 506 1430 1358"> <thead> <tr> <th>Table Name</th> <th>Schema</th> <th>User</th> </tr> </thead> <tbody> <tr><td>edit_reason_lookup</td><td>dbo</td><td>User</td></tr> <tr><td>fips_county_utm_cross_reference</td><td>dbo</td><td>User</td></tr> <tr><td>geospatial_metadata</td><td>dbo</td><td>User</td></tr> <tr><td>intended_use_ass</td><td>dbo</td><td>User</td></tr> <tr><td>land_use_lookup</td><td>dbo</td><td>User</td></tr> <tr><td>location_area_bas</td><td>dbo</td><td>User</td></tr> <tr><td>planting_multiple_</td><td>dbo</td><td>User</td></tr> <tr><td>planting_primary_</td><td>dbo</td><td>User</td></tr> <tr><td>planting_secondar</td><td>dbo</td><td>User</td></tr> <tr><td>planting_status_as</td><td>dbo</td><td>User</td></tr> <tr><td>program_year_loo</td><td>dbo</td><td>User</td></tr> <tr><td>state_base_mrt</td><td>dbo</td><td>User</td></tr> <tr><td>syscolumns</td><td>dbo</td><td>System</td></tr> <tr><td>syscomments</td><td>dbo</td><td>System</td></tr> <tr><td>sysdepends</td><td>dbo</td><td>System</td></tr> <tr><td>sysfilegroups</td><td>dbo</td><td>System</td></tr> <tr><td>sysfiles</td><td>dbo</td><td>System</td></tr> <tr><td>sysfiles1</td><td>dbo</td><td>System</td></tr> <tr><td>sysforeignkeys</td><td>dbo</td><td>System</td></tr> </tbody> </table>	Table Name	Schema	User	edit_reason_lookup	dbo	User	fips_county_utm_cross_reference	dbo	User	geospatial_metadata	dbo	User	intended_use_ass	dbo	User	land_use_lookup	dbo	User	location_area_bas	dbo	User	planting_multiple_	dbo	User	planting_primary_	dbo	User	planting_secondar	dbo	User	planting_status_as	dbo	User	program_year_loo	dbo	User	state_base_mrt	dbo	User	syscolumns	dbo	System	syscomments	dbo	System	sysdepends	dbo	System	sysfilegroups	dbo	System	sysfiles	dbo	System	sysfiles1	dbo	System	sysforeignkeys	dbo	System
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2 Procedure for Deleting ArcSDE CLU Geospatial Data and Data Users (Continued)

C Performing Geospatial Database and User Deletions (Continued)

Step	Action
11 (Cntd)	<p>The geospatial metadata table will be displayed. To delete a row, right click on the grey box on the left side of the table and CLICK “Delete”.</p> <p>Delete all the rows related to the county that you want to delete (check the county code in the “county_fsa_code” column and the State code in the “state_fsa_code” column).</p> 
	<p>Close the table and Enterprise Manager when applicable files have been deleted.</p>

3 State and County Actions

A State Actions

State Office GIS personnel shall complete paragraph 2 activities to delete ArcSDE users’ logins and CLU and associated databases from the closing County Office.

B County Actions

County Offices shall notify the State Office when the data and users need to be deleted.