Current Issues in Appraisal and Selection:

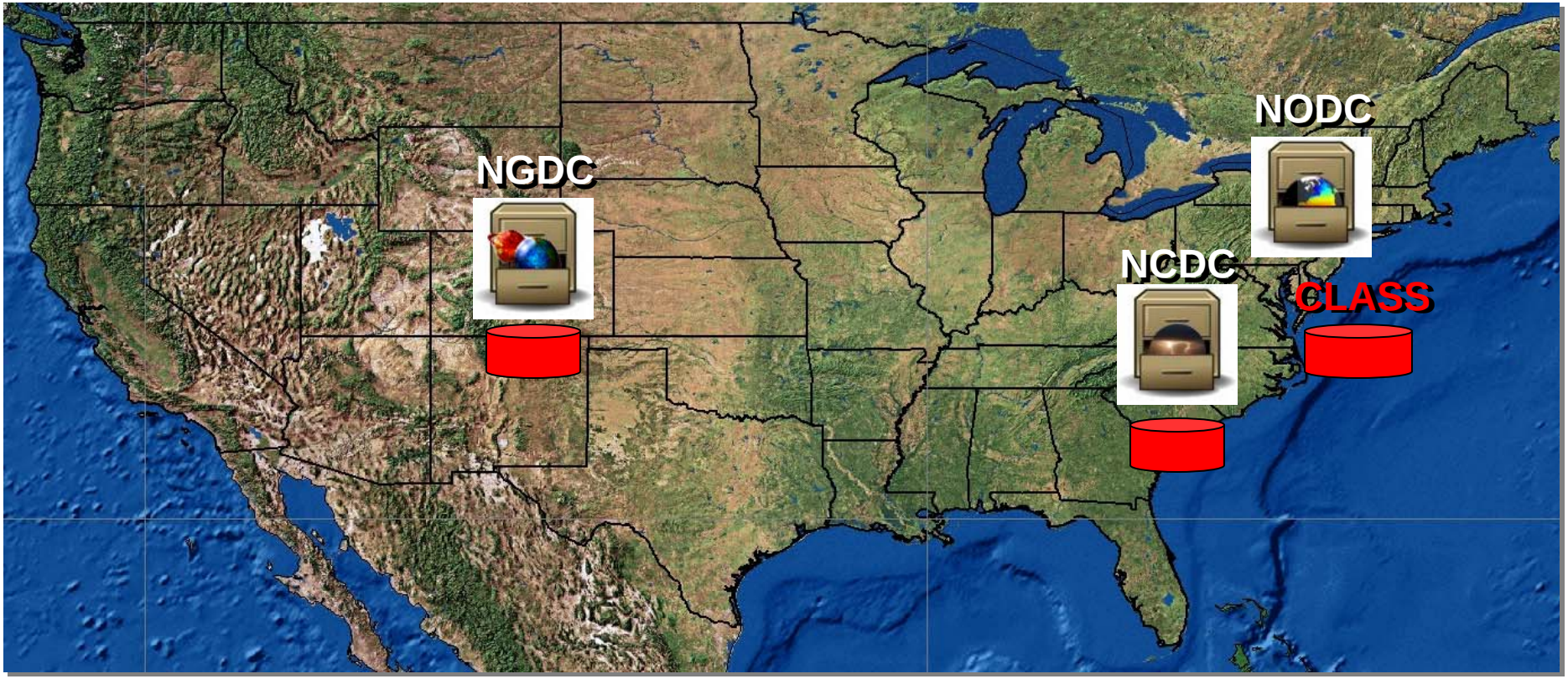
What specific aspects of appraisal and selection require more investigation?

NOAA Archive Perspective

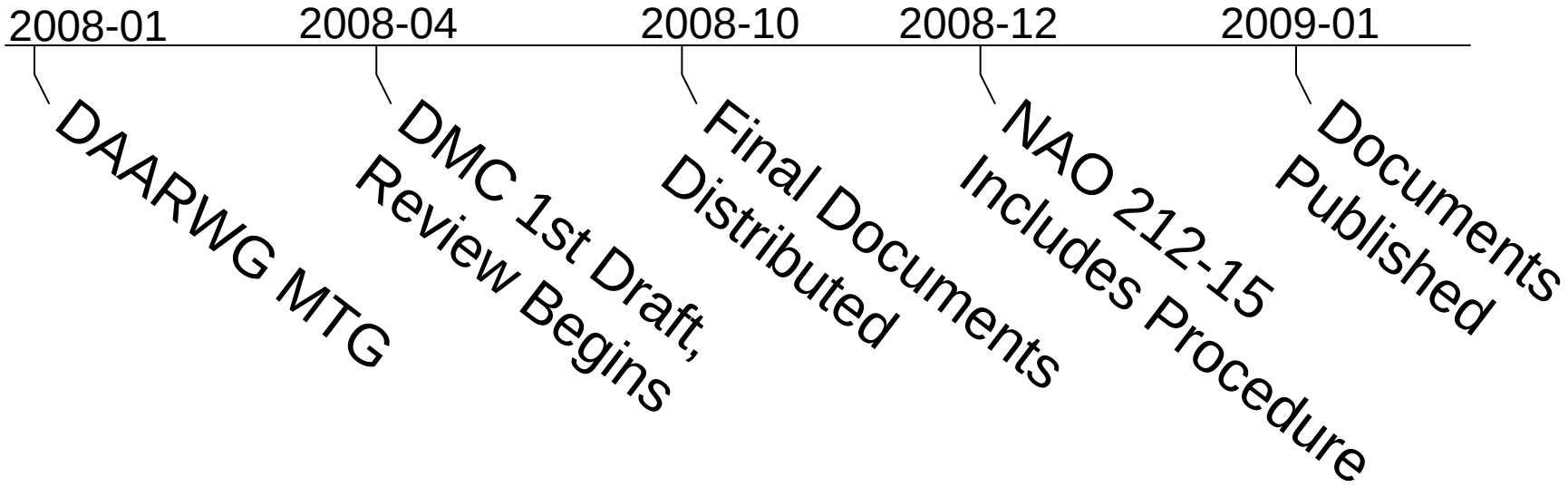
Dan Kowal, Data Administrator, NGDC

NOAA National Data Centers

NESDIS



What to Archive Background



DAARWG: Data Archiving and Access Requirements Working Group
Reports to the Science Advisory Board (SAB)

DMC: Data Management Committee
Reports to the NOAA Observing Systems Council (NOSC), a principal advisory body to the NOAA Administrator

NAO 212-15: NOAA Administrative Order on Environmental and Geospatial Data

NAO 212-15

SECTION 3. POLICY

.04

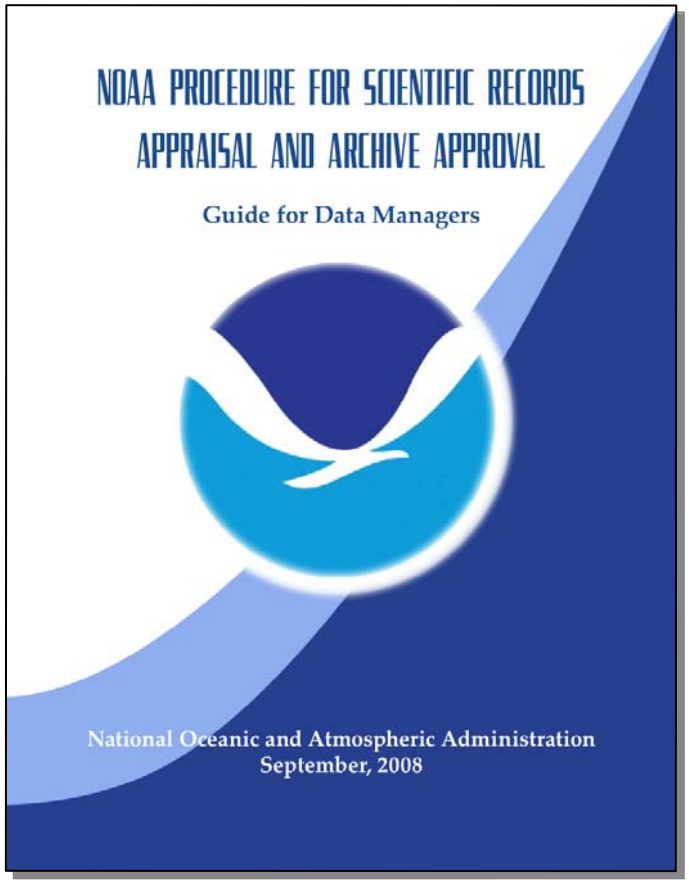
Decisions within NOAA to retain and preserve environmental and geospatial data and information shall be based upon the procedure and decision process found in "NOAA Procedure for Scientific Records Appraisal and Archive Approval,"…

Note:
This provision in the policy no longer exists. However, it is referred to in a more general sense as "Approved Procedural Directives" in Section 4, **Implementation.**

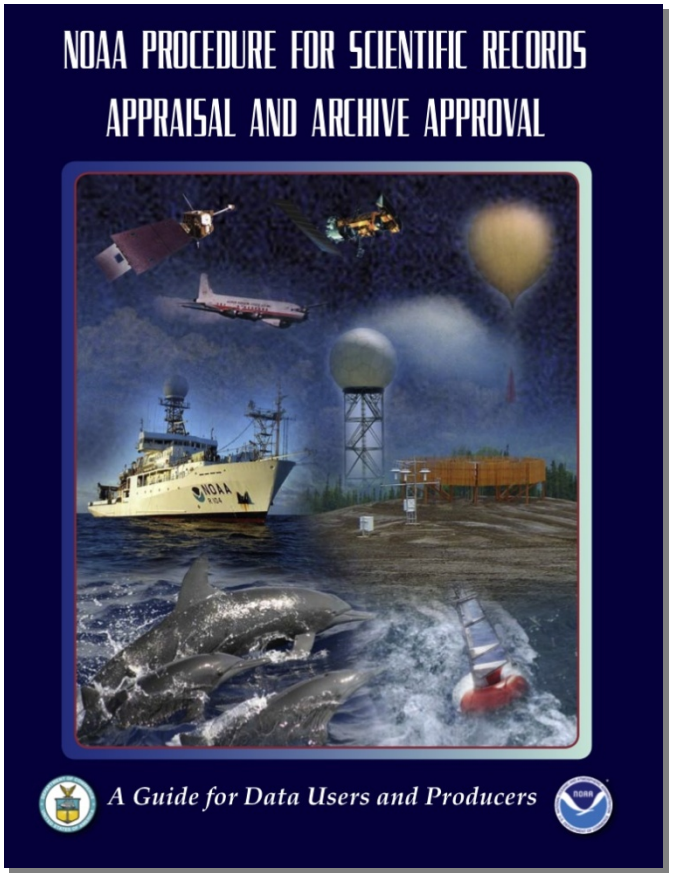
http://www.corporateservices.noaa.gov/~ames/NAOs/Chap_212/naos_212_15.html

“What to Archive” Documents

The Complete Guide



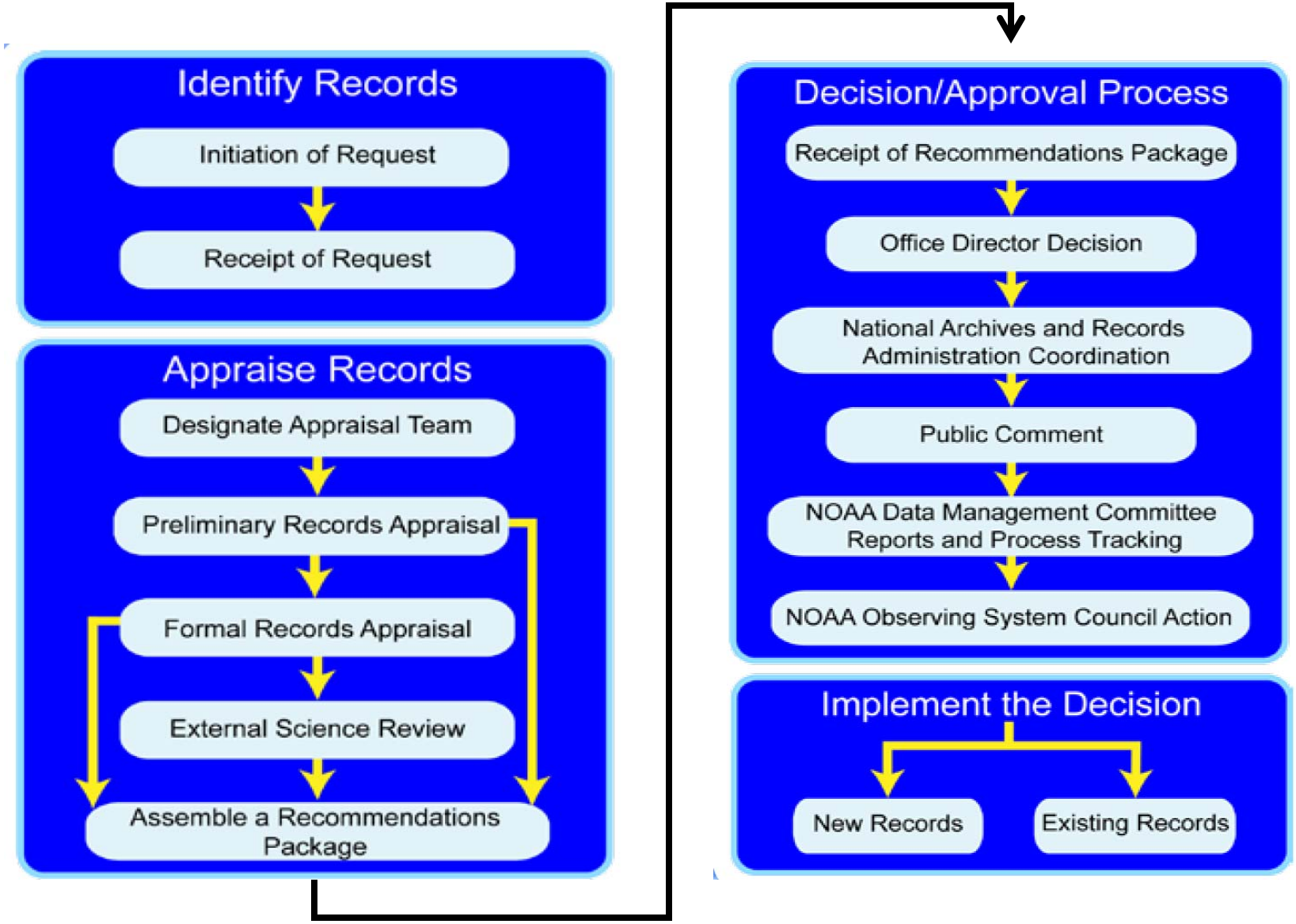
Informational Brochure

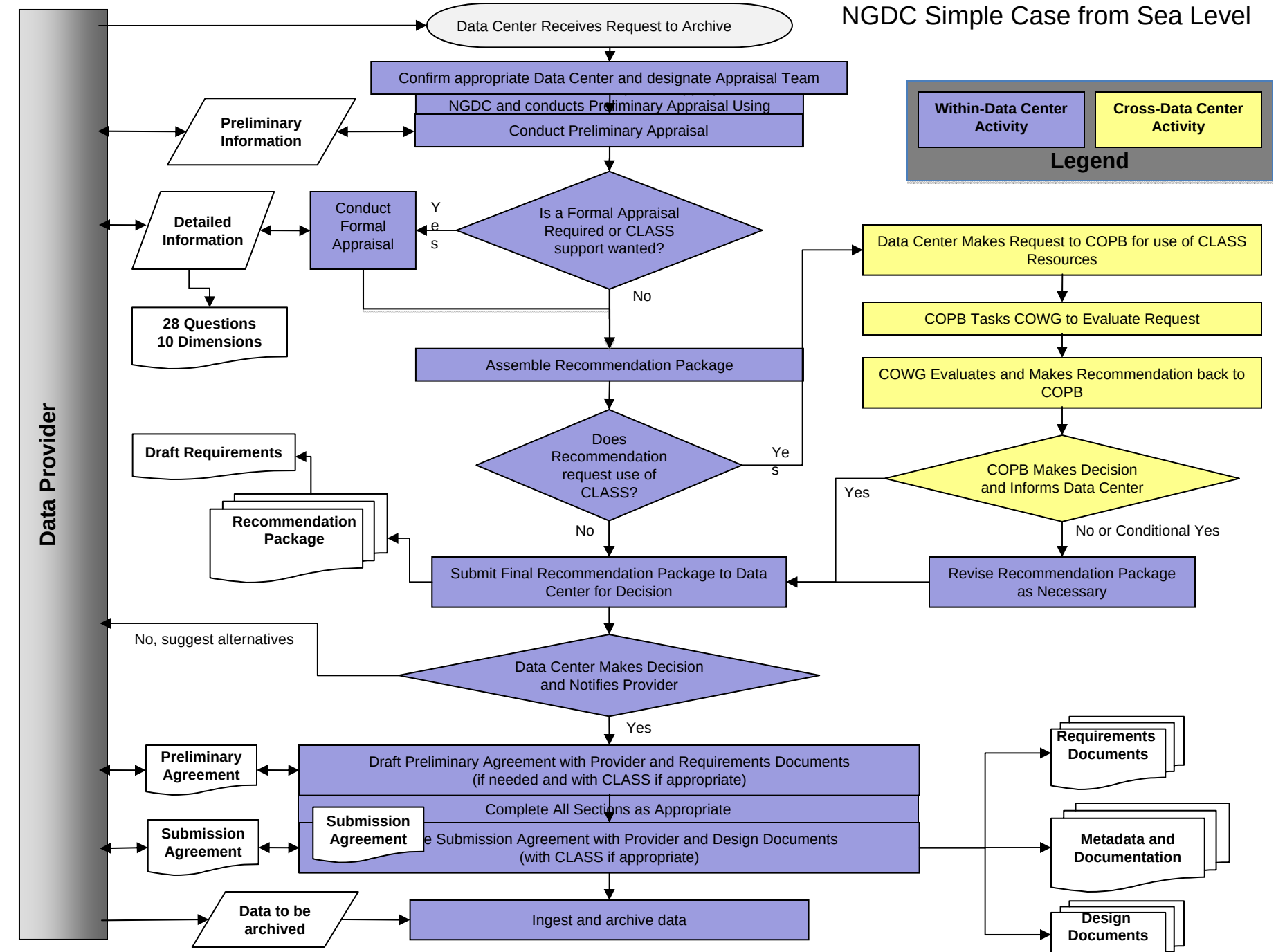


Featured Best Practice at NARA

Available at:
www.nosc.noaa.gov/docs/products.html and *www.ngdc.noaa.gov/wiki/*

NOAA "What to Archive" Procedure Flow Diagram




NGDC Simple Case from Sea Level
Data Center Receives Request to Archive
Confirm appropriate Data Center and designate Appraisal Team
NGDC and conducts Preliminary Appraisal Using
Conduct Preliminary Appraisal
Preliminary Information
Within-Data Center Activity
Cross-Data Center Activity
Legend
Detailed Information
Conduct Formal Appraisal
Yes
Is a Formal Appraisal Required or CLASS support wanted?
No
28 Questions 10 Dimensions
Assemble Recommendation Package
Data Center Makes Request to COPB for use of CLASS Resources
COPB Tasks COWG to Evaluate Request
COWG Evaluates and Makes Recommendation back to COPB
Draft Requirements
Does Recommendation request use of CLASS?
Yes
COPB Makes Decision and Informs Data Center
Yes
Recommendation Package
No
No or Conditional Yes
Submit Final Recommendation Package to Data Center for Decision
Revise Recommendation Package as Necessary
Data Provider
No, suggest alternatives
Data Center Makes Decision and Notifies Provider
Yes
Preliminary Agreement
Draft Preliminary Agreement with Provider and Requirements Documents (if needed and with CLASS if appropriate)
Requirements Documents
Complete All Sections as Appropriate
Submission Agreement
Submission Agreement
e Submission Agreement with Provider and Design Documents (with CLASS if appropriate)
Metadata and Documentation
Data to be archived
Ingest and archive data
Design Documents

What specific aspects of appraisal and selection require more investigation?

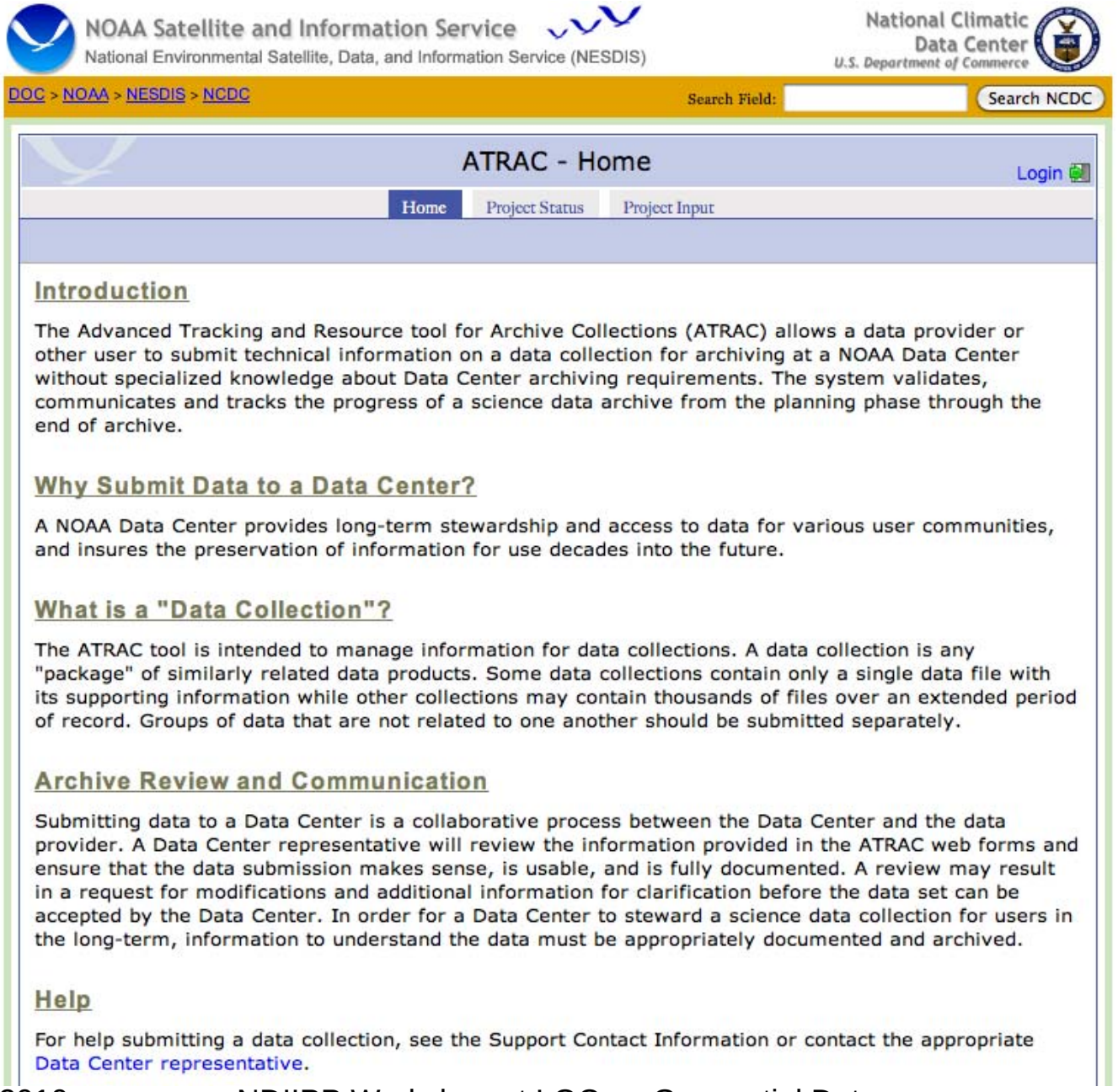
Identification of Records:

- How is the Procedure being communicated to groups in NOAA?
- Requests coming in where no funding was identified at the outset for archive.
- Past practices of data rescue activities subverting any appraisal assessment.
- Data identified by Users, but not definitely by Providers.
- Impromptu Data Campaigns.
- When domain expertise does not reside at the center.
- Data Center time and resources could be reduced if providers understood what is required for a project prior to engaging a Data Center.
- Consistent tracking of receipt of request in a centralized fashion.

What specific aspects of appraisal and selection require more investigation?

Appraisal of Records:

- Assembly of an appraisal team (coordination, timeliness, incentives).
- Lack of resources of assigning a Project Manager per each appraisal
- Time intensiveness to conduct.
- Tool to track the process (It's coming!)
- Enforcement/Accountability.
- Improving cost estimation/Coordinating w/ CLASS.


NOAA Satellite and Information Service
National Environmental Satellite, Data, and Information Service (NESDIS)
National Climatic Data Center
U.S. Department of Commerce
DOC > NOAA > NESDIS > NCDC
Search Field:
Search NCDC
ATRAC - Home
Login
Home
Project Status
Project Input
Introduction
The Advanced Tracking and Resource tool for Archive Collections (ATRAC) allows a data provider or other user to submit technical information on a data collection for archiving at a NOAA Data Center without specialized knowledge about Data Center archiving requirements. The system validates, communicates and tracks the progress of a science data archive from the planning phase through the end of archive.
Why Submit Data to a Data Center?
A NOAA Data Center provides long-term stewardship and access to data for various user communities, and insures the preservation of information for use decades into the future.
What is a "Data Collection"?
The ATRAC tool is intended to manage information for data collections. A data collection is any "package" of similarly related data products. Some data collections contain only a single data file with its supporting information while other collections may contain thousands of files over an extended period of record. Groups of data that are not related to one another should be submitted separately.
Archive Review and Communication
Submitting data to a Data Center is a collaborative process between the Data Center and the data provider. A Data Center representative will review the information provided in the ATRAC web forms and ensure that the data submission makes sense, is usable, and is fully documented. A review may result in a request for modifications and additional information for clarification before the data set can be accepted by the Data Center. In order for a Data Center to steward a science data collection for users in the long-term, information to understand the data must be appropriately documented and archived.
Help
For help submitting a data collection, see the Support Contact Information or contact the appropriate Data Center representative.

ATRAC - Registered Projects

Registered Projects

The projects associated with your user profile are listed in the table below. Click on a title to add information on that project, or select a project to remove it from the system. Visit the ATRAC Registration Page to register a new project.

	Title	Producer	Data Center	Registered	Modified
☐	Continuously Operating Reference System (CORS)	NOS>NGS	NGDC	9/22/2010	10/28/2010
☐	Integrated Ocean Drilling Program (IODP)-U.S. Implementing Org.(USIO) Core Data and Images	IODP>TEXAS A&M	NGDC	9/22/2010	10/22/2010
☐	Rolling Deck to Repository (R2R) Program (UNOLS)	UNOLS	NGDC	10/22/2010	10/22/2010
☐	Topographic and Bathymetric LiDAR Data for the Coastal U.S	NOS>CSC	NGDC	9/22/2010	10/22/2010

Remove New Project

NOAA Satellite and Information Service
National Environmental Satellite, Data, and Information Service (NESDIS)

Data Center
U.S. Department of Commerce

NOAA > NESDIS > NCDC

Search Field: Search N

ATRAC - Projects Timeline

Login

Home | Project Status | Project Input

eline | Overview | Legend

rch Project Title | Search

Resolution: Month

<< < Page 1 of 1 > >

Project Title	Sep 2008	Jan 2009	May 2009	Sep 2009
AVHRR Pathfinder Atmospheres - Exte...				
Blended 6-hourly Seawind Vectors ...				
Blended Total Precipitable Water (TPW)...				
CDMP Raw Keyed Lightship Observatio...				
Continuously Operating Reference Sys...				
Cooperative Summary of the Day - CO...				
ESRL 20th Century Reanalysis ...				
Extended Reconstruction Sea Surface ...				
GOES-R ABI/GLM Data and Products ...				AR PA

“What to Archive”: Notes of Interest

Exemptions:
Scientific records that existed within a NOAA archive prior to June 30, 2008 are exempt from this procedure, unless those records require evaluation for potential disposal according to existing NOAA records disposition schedules or do not have a defined disposition schedule.

Timeline:
The Information Provider will receive, within 30 days of the NOAA Facility’s receipt of the request, acknowledgement of the request and the expected duration of the process, which will return a decision to the requester.

Public Comment:
Any decision that results in a) existing scientific records being removed from a NOAA archive or b) newly acquired scientific records being added to a NOAA archive that have also gone through a formal records appraisal process will be advertised for public comment and appeal by the NOAA Office Director using their Line office’s procedure for implementing the “NOAA Policy on Partnership in the Provision of environmental Information.”

What Records are We Talking About?

The four categories covered by this procedure are as follows:

1) Original Data
2) Synthesized Products
3) Hydro-meteorological, Hazardous Chemical Spill, and Space Weather Warnings, Forecasts, and Advisories
4) Experimental Products