SAMPLE FORMAT AND ELEMENTS OF A LONG-RANGE DATA-PRESERVATION PLAN

LONG-RANGE DATA-PRESERVATION PLANS

Part IV. G of the Implementation Plan for the National Geological and Geophysical Data Preservation Program states that applications will be evaluated on the basis of a comprehensive application and Long-Range Data-Preservation Plan. States are <u>not required</u> to submit their Long-Range Data-Preservation Plans to the USGS, but they must <u>explain how their proposed activities address their long-range plans</u>. A suggested format for such plans is included here.

A. Overview

(1) Brief description of State activities and repository (facility that assumes responsibility for long-term management of physical collection)
(2) Purpose and justification for repository
(3) Goals for repository
  (a) Milestones (timeline) and measurable results (depends on funding)
  (b) Strategy to meet goals
(4) Timeframe

B. Physical Data

(1) Purpose of the data
(2) Goals for preserving physical collections
  (a) Milestones and measurable results
  (b) Strategy to meet goals
(3) Priority setting
  (a) How will priorities be set for preserving physical data?
  (b) What are the priorities?
(4) Acquisition and disposal
  (a) How will decisions be made on what to accept, keep, or dispose of?
  (b) How will collection data be updated?
  (c) What is the plan to find collections and determine which need rescuing?
(5) Documentation/metadata
  (a) What are the metadata requirements?
  (b) How do those requirements compare with the National Digital Catalog requirements?
(6) Preservation
  (a) Infrastructure
    (i) Describe the current infrastructure
    (ii) What issues exist with the current infrastructure?
    (iii) What are the infrastructure needs?
  (b) Collections needs
    (i) Storage (e.g., cabinetry, specimen containers)
    (ii) Describe the current storage situation
    (iii) What issues exist with the current storage situation?
    (iv) What are the storage needs?
(7) Access and use
  (a) Define user community

(b) Describe outreach plan; how will the awareness of geologic data and collections and their availability and potential application be encouraged? (from the Implementation Plan for the National Geological and Geophysical Data Preservation Program)
(i) Example: Training sessions and workshops to foster use and application of geologic data and collections
(ii) Example: Hands-on seminars on stratigraphy and rock characteristics of cores, well logs, etc.
(c) Demonstrate accessibility
(d) Advisory or user committee (Each repository must establish an advisory committee to develop procedures and protocols appropriate for that facility that are consistent with the national standards).
(i) Describe advisory committee structure or plans to create an advisory committee

(8) Funding model
(a) Requirements and constraints
(b) User fees
(c) Investment plans
(d) Endowments
(e) Base funding
(f) Cost sharing

(9) Partnerships

C. Digital Data

(1) Purpose of the data
(2) Goals for preserving digital data/collections
(a) Milestones and measurable results
(b) Strategy to meet goals
(3) Priority setting
(a) How will priorities be set for preserving digital data?
(b) What are the priorities?
(4) Acquisition and disposal
(a) How will decisions be made on what to accept, keep or dispose of?
(b) How will collection inventory and metadata be updated?
(c) What is the plan to find collections and determine which need rescuing?
(5) Documentation/metadata
(a) What are your metadata requirements?
(b) How do those requirements compare with the National Digital Catalog requirements?
(6) Preservation
(a) Infrastructure
(i) Describe the current digital data infrastructure.
(ii) What issues exist with the current infrastructure?
(iii) What are the infrastructure needs?
(iv) What are the disaster recovery and backup plans?
(v) What are the technology migration plans?
(b) Database/digital collections needs
(i) Storage requirements
(ii) Data conversion and data capture
(iii) Scanning and digitization of paper records
(iv) Data formats (e.g., open source, proprietary)
(7) Access and use (may be the same as for physical collections)
(a) Define user community

(b) Describe outreach plan; how will the awareness of geologic data and collections and their availability and potential application be encouraged? (from the Implementation Plan for the National Geological and Geophysical Data Preservation Program)
    (i) Examples: Coordinating activities between this program and other preservation activities to minimize duplication and maximize interoperability.
(c) Demonstrate accessibility
    (i) How will proprietary data be dealt with (if applicable)?
(d) Advisory or user committee (Each repository will establish an advisory committee to develop procedures and protocols appropriate for that facility that are consistent with the national standards. There does not need to be a separate advisory committee for digital and physical collections.)
    (i) Describe advisory committee structure or plans to create an advisory committee.

(8) Funding model (may be the same as for physical collections)
(a) Requirements and constraints
(b) User fees
(c) Investment plans
(d) Endowments
(e) Base funding
(f) Cost sharing

(9) Partnerships