

GeoData Archiving and Long-Term Preservation

Presented by John Faundeen at
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Outline

- Background
- Lifecycle of Records
- Records Management
- Collection Policy
- Appraisal Process
- Retention Policy
- Long-Term Preservation
- Summary



Background

- **CEOS WG on Information Systems & Services**
 - Data Standards
 - Interchange Formats
 - Interoperability Efforts
 - Archiving Best Practices
 - Archive Task Team
- **U. S. Geological Survey / Center for EROS**
 - Satellite Imagery, Aerial Photographs, GIS Data
 - Established 1972
 - Digital Records = 4 Petabytes Film = 110,000 Rolls



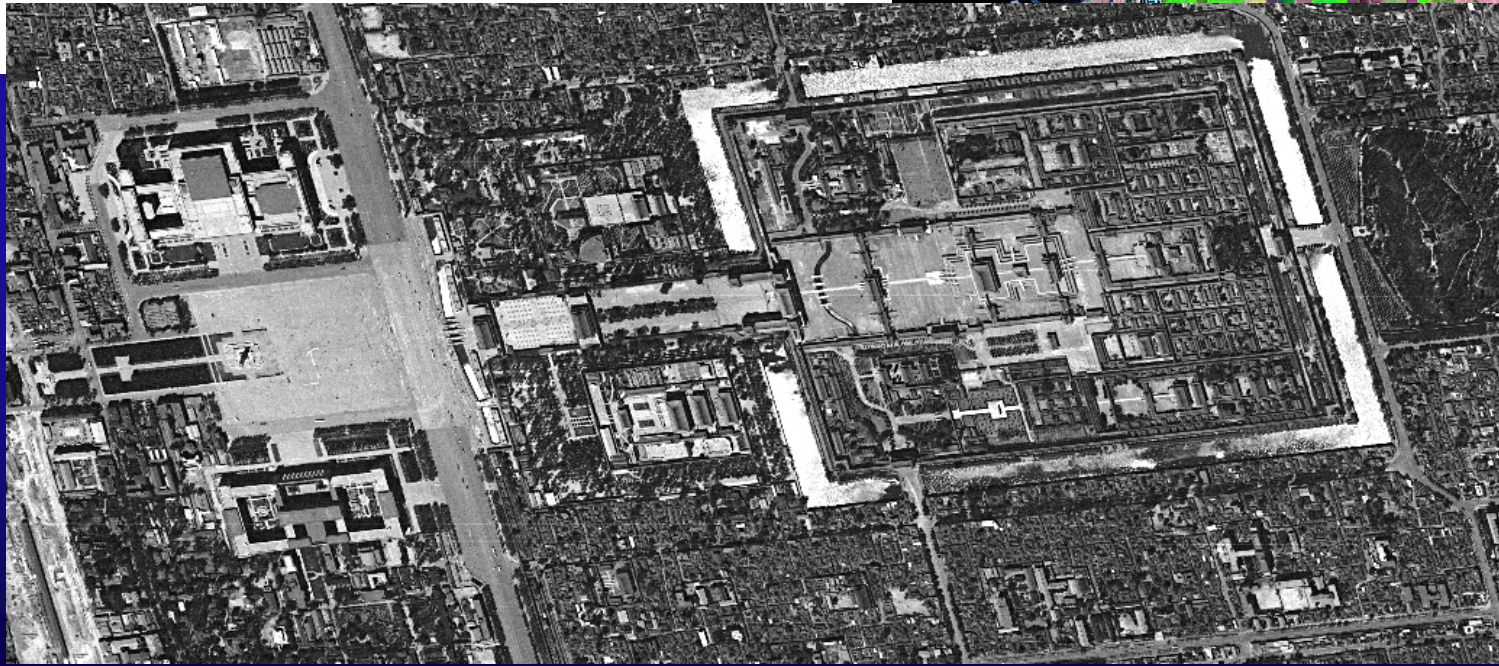
Background



Background

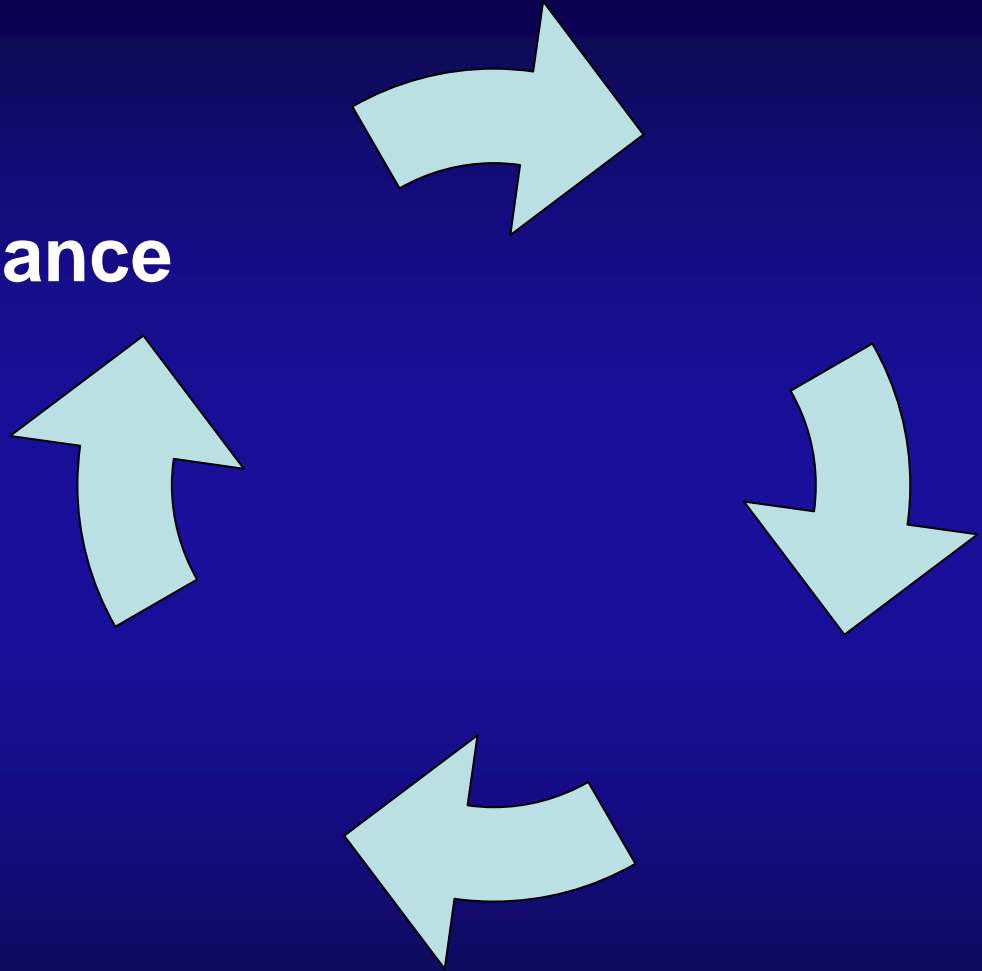


QuickTime™ and a
Photo - JPEG decompressor
are needed to see this picture.



Lifecycle of Records

- Creation
- Use and Maintenance
- Disposition



Records Management

- Appraisal
- Accession
- Arrangement
- Description
- Access
- Preservation
- Disposition
- Outreach & Advocacy



Collection Policy

- Organizational
 - Scope
 - Priorities
 - Limitations
 - Levels of Activity
 - Disposition Statement
- Brief
- Concise
- Public



Appraisal Process

- Collections Offered or Sought
- Team Assembled
 - Archive Staff
 - Science Staff
 - Project Lead
 - Archivist
- Facts Collected
- Science Staff Interviewed
- Archivist Briefed
- Recommendation



Appraisal Process - Web Tool

QuickTime™ and a
Photo - JPEG decompressor
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<http://igskmncngs030.cr.usgs.gov/RAT/tool.php>



Retention Schedule

- Document
- Describes an Organization's Records
 - Written Statement of the "Value" of the Records
- Disposition Instructions
 - Permanent
 - Temporary
- Two Types
 - Administrative
 - Mission-Specific / Scientific



Retention Schedule

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Preservation (*Long-Term*)

- **Definition**

- “A period of time long enough for there to be concern about the impacts of changing technologies, including support for new media and data formats, and of a changing user community, on the information being held in a repository. This period extends into the indefinite future.”
 - Consultative Committee for Space Data Systems

Preservation

- **Medium / Media Centric**
- **Analog Film**
 - 100 to 500 Years (Safety Film)
- **Magnetic Tape**
 - Old Guideline of 10 Years
 - New Guideline of 3 to 5 Years
- **Takes Planning**
 - **Archival Media Trade Studies (4)**
 - <http://igskmncngs030.cr.usgs.gov/government/records/tools.asp>



Summary

- **Lifecycle of Records Concept**
- **Records Management Principles**
- **Consider a Collection Policy**
- **Appraisal Process Critical**
- **Develop a Retention Schedule**
- **Continually Plan for Data Preservation**
- **CEOS Very Involved in these Elements**

Thank you!

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