



Version	Date	Author	Description of Change
1.2	6/8/12	[REDACTED]	Follows 2-year review schedule. Sec 3.0, Procedure: minor updates. App C, Records Mgmt Plan: removed Arrangement, Description, Reference, Outreach, and Advocacy.
1.3	6/10/14	[REDACTED]	Follows 2-year review schedule. Updates: Sec 3.1, 3.2, App A – final appraisal step; App B – collecting scope, priorities, & limitations; App C – Data Management Plan, Feb 2014.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

EROS Director

Deputy Director

Administrative Officer

SUBJECT / TITLE: Acceptance of Data Collections by the USGS

DATE: June 10, 2014

VOL / INDEX #: EROS-OPS-01

PREPARED BY:

Copies will be provided to:

Preparer Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts.

STATUS: Permanent
 Temporary

EXPIRATION DATE: June 9, 2016

PROCEDURE / MEMO: Original
 Supersedes EROS-OPS-01 Acceptance of Data
Collection by the USGS v1.2, 6/8/12

PURPOSE: Documents process, criteria, and records management plan for consideration, acceptance, and retention of remotely sensed, cartographic, and Earth science data from other agencies and organizations for long-term preservation and access from EROS.

UTILIZATION: Daily, Weekly, Monthly, Other (specify)

TEXT: Procedure follows on next page.

1.0 Purpose.

This procedure documents the appraisal process (Appendix A), National Satellite Land Remote Sensing Data Archive (NSLRDA) appraisal criteria (Appendix B), and records management plan (Appendix C) for the consideration, acceptance, and retention of remotely sensed, cartographic, and Earth science data from other agencies and organizations for long-term preservation and access from the U.S. Geological Survey (USGS) Earth Resources Observation and Science (EROS) Center.

2.0 Definitions.

Long-term – more than 5 years.

3.0 Procedure.

3.1 Roles and Responsibilities.

The USGS EROS Archivist is responsible for developing and leading the process to evaluate data collections offered to or solicited by EROS for long-term preservation and access. The EROS Archivist leads the scientific records appraisal process and provides formal recommendations to EROS Senior Managers. A decision memo is issued by the EROS Director indicating whether a collection is to be accepted or retained by EROS for long-term preservation and access.

3.2 Process.

The EROS policy is to utilize the EROS Scientific Records Appraisal Process to determine if collections sought by or offered to EROS by other government and affiliated organizations, non-governmental organizations, and commercial firms are appropriate for long-term preservation and access by USGS/EROS. Upon the conclusion of the Scientific Records Appraisal Process, the EROS Director will issue a memo to the EROS Archivist and relevant EROS Senior and Project Managers documenting whether a collection is to be accepted by EROS for long-term preservation and access. Collections intended to be part of the National Satellite Land Remote Sensing Data Archive will be reviewed using additional, established selection criteria.

Collections must complement or supplement existing EROS holdings and align to the missions of the Department of the Interior, the USGS, and EROS. Resources must be identified to support long-term preservation and access costs.

Collections evaluated through the scientific records appraisal process will collate information in the areas of:

- Mission and policy relevancy
- Attributes and physical characteristics
- Metadata quality and availability
- Cost/benefit analysis

EROS retains the right to not accept collections or return to offering entities collections that do not meet EROS acceptance criteria. Conditions of the data transfer and subsequent distribution generally will be specified in a memorandum of understanding or other written agreement between EROS and the source agency or organization. EROS must receive formal, written documentation transferring legal ownership to the USGS prior to any physical transfers of data. All transfers are coordinated and approved by the EROS Archivist.

The EROS Archivist will follow the appraisal process provided in Appendix A to review the information provided by an entity offering collections, as well as collections sought by EROS.

Deliverables as a result of the appraisal process include:

- Background investigation documentation
- Project briefing materials
- Recommendation memo to EROS Senior Managers
- Acceptance/rejection memo from the EROS Director to the EROS Archivist and EROS Senior and Project Manager(s)

4.0 Appendices.

Appendix A. EROS Scientific Records Appraisal Process.

Appendix B. National Satellite Land Remote Sensing Data Archive Appraisal Criteria.

Appendix C. USGS EROS Records Management Plan.

Appendix A. EROS Scientific Records Appraisal Process

1. A collection is offered to, or sought by, the USGS/EROS.
2. An Appraisal Team is assembled that includes:
 - a. Science Staff
 - b. Relevant Project Manager
 - c. Archivist
3. Archivist documents what is known about the collection.
 - a. <http://eros.usgs.gov/government/RAT/tool.php>
4. Science team members review the documentation and provide their comments and opinions. At a minimum, the three questions below must be addressed:
 - a. Is there another organization within the scientific community that might benefit from or have an interest in these records?
 - b. What were the original scientific uses for these records?
 - c. What may be future scientific uses of these records?
5. Archivist briefs the relevant Project Manager. The Project Manager and the Archivist work towards concurring on a recommendation for the collection.
6. Archivist sends recommendation memo to EROS Senior Staff for review.
 - a. Archivist memo recommends:
 - i. Retain / Accept
 - ii. Dispose / Reject
7. The EROS Senior Staff pass their comments to the EROS Director.
8. EROS Director accepts, rejects, or modifies the recommendation.
 - a. EROS Director informs Archivist and Project Manager of his decision via memo.
 - b. Purge recommendations result in a search for a new home. Destruction is the last resort.

Appendix B. National Satellite Land Remote Sensing Data Archive Appraisal Criteria

The National Satellite Land Remote Sensing Data Archive (NSLRSDA) managed by the U.S. Geological Survey (USGS) Earth Resources Observation and Science (EROS) Center, is the largest civilian archive of remotely sensed land imagery in the world. The NSLRSDA was created to identify, collect, preserve, and make available land-based, remotely sensed imagery. The collection policy is based on the concept of maintaining imagery collections that serve environmental, agricultural, mapping, energy, economics, and global change research communities in addition to the general public. Once collections are formally accepted by the USGS for inclusion into the NSLRSDA, the records become the responsibility and property of the USGS. Accepted NSLRSDA collections may ultimately be transferred to other entities such as the National Archives and Records Administration (NARA), when deemed appropriate by the USGS.

Collecting Scope, Priorities, and Limitations

The National Satellite Land Remote Sensing Data Archive focuses on collections that best support land research activities for the Nation.

Acquisition priorities, in order, include publicly available:

1. Long-term, consistent, and/or repetitive coverage collected systematically over U.S. land surfaces from multiple sources.
2. Long-term, consistent, and/or repetitive coverage collected systematically over land surfaces of various locations worldwide from multiple sources.

Additionally, land remote sensing collections meeting the following criteria may be acquired by the USGS. Those that:

- Provide a historical record of the land surface (base data for comparative analysis).
- Can be accepted within National Satellite Land Remote Sensing Data Archive funding limitations and processing capabilities. Cooperative funding agreements are welcome.
- Are of important informational or intrinsic value, or are in danger of loss or destruction.

Limitations:

- No classified imagery collections are accepted.
- No oceanic or atmospheric collections beyond those utilized for land applications are accepted.

Appraisals and Dispositions

Appraisals are a standard part of USGS work processes and are conducted on every collection considered or offered. Collections to be disposed of may be transferred to NARA, donated to another acceptable organization, or destroyed.

Appendix C. USGS EROS Records Management Plan

The USGS EROS Records Management (Data Management) Plan is available at URL <http://eros.usgs.gov/government/records/info.php>

**U.S. Geological Survey (USGS)
Earth Resources Observation
and Science (EROS) Center**

Data Management Plan



**Version 2.0
February 2014**

TABLE OF CONTENTS

Background	3
Authorities	4
Science Data Life Cycle Model	5
Plan	6
Acquire	8
Process	10
Analyze	11
Preserve	12
Publish/Share	15
Describe (Metadata, Documentation)	17
Manage Quality	19
Backup & Secure	22
Bibliography	24
Appendix A	
EROS Environmental Reports	26
Appendix B	
National Archives and Records Administration 1571 Requirements	39