

**U.S. GEOLOGICAL SURVEY/EROS CENTER
TECHNICAL REQUIREMENTS DOCUMENT
for
TECHNICAL SUPPORT SERVICES CONTRACT SOLICITATION**

TRD NUMBER

002

PERFORMANCE PERIOD

Contract Base Year: April 1, 2010 thru March 31, 2011

PROJECT NAME

Data and Information Management, Archive and Records Management

Scope:

Records management is the cornerstone from which the USGS ensures the science created today is preserved for future researchers. The archives at the EROS Center provide observational records dating to the 1930s. Policies, procedures, and guidelines must be followed to ensure the historical scientific records necessary for our government and the Public we serve are readily available. In addition, proper records management requires consistent reporting.

A) Archive and Records Management

- Provides coordination and support to the Archive and Records Management task of the Data and Information Management Project.
- Maintains Quarterly reports detailing the archival holdings in their entirety and from the perspective of the National Satellite Land Remote Sensing Data Archive (NSLRSDA).
- Provides very limited and focused technical support in the scientific records appraisal process by providing input via a government interview process.
- Provides very limited support in the Film and Digital Archives primarily to coordinate any physical space needs between Projects as the physical space of those archives falls under the Archivist oversight and for any Tape Library reporting or tape purging activities. The Digital Archive needs include the pulling, transferring or disposing of old media and updating of the Tape Library database.
- Outcomes include reports and cost estimates.
- The work is considered to be both operational and developmental in nature. A very small amount of research is involved. Communication will be only as needed for activities that may occasionally include ROMs, development, testing, release and maintenance. Entities involved in the support area include the Projects at EROS, the Geography Discipline, and the National Archives and Records Administration (NARA). There are no unique hardware or software environments required. Proficiency in the standard desktop office suite of products and very limited web testing for all operating systems is required.

B) Consolidated Ingest, Archive, and Distribution Data Report

- Consolidate the current “baseline” reporting that is being done by the Center’s archive and distribution projects and combine some of the data to create the “consolidated report” for EROS. Per the EROS Management, in FY 2009 we need “consolidated report” for not only all Land Remote Sensing data managed at EROS, but all data managed at EROS regardless of the Program/Cooperator. MSB, working with input from projects, prepared a report template to be used by the projects for inputting their respective data.

Deliverables:

A) Archive and Records Management

- Quarterly archive and NSLRSDA reports delivered seven calendar days after the completion of a quarter.
- Support a records appraisal interview process (estimated maximum level of effort - 2 hours per collection) as conducted by government personnel.

- Limited support in the Film and Digital Archives related to space coordination and data cleanup activities or reports. The Digital Archive needs include the pulling, transferring or disposing of old media and updating of the Tape Library database.
- Other reports, graphics/plots and archival support may be need as defined by the government. As these occur, the government will provide specific requirements within the scope of this TRD.
- ROM estimates for all work requested or that suggested by the TSSC.

B) Consolidated Ingest, Archive, and Distribution Data Report

- The TSSC is required to solicit EROS ingest, archive, and distribution statistics. The projects to provide data include:
 - Landsat Project
 - Long Term Archive Project
 - Earth Observation Systems (EOS) Project
 - Information Access & Data Distribution Project
- The tool provided for solicitation and accumulation of the data is an Excel file with a “Raw Data” sheet, a “Monthly Graphics” sheet, and a “Quarterly Graphics” sheet.
- The desired products from the data include a tabular accumulation of ingest, archive, and distribution data statistics (the “Raw Data sheet) and various graphics renditions of the data (the “Monthly Graphics” and “Quarterly Graphics” sheets).
- Solicitation of the data includes sending the template to the respective project managers named above, indicating data input for their respective project to be entered into the light blue areas of the “Raw Data” sheet, and compilation of the returned data. The returned data is expected to be reviewed to assure that the graphics axis ranges cover the range of data supplied.
- The products must be delivered to the Project Manager, Data and Information Management.

All reports and services are to be delivered in a professional, timely manner using current Office applications.

Schedule:

A) Archive and Records Management

To ensure that the Data and Information Management Project requirements are met in a timely and efficient manner:

- Status meetings will be scheduled only as needed.
- Infrequent support for scientific records appraisal interviews as scheduled by the government.
- Quarterly archive and NSLRSDA reports delivered and posted on the web seven calendar days after the quarter has ended.
- Tape Library reports quarterly.
- Archive media trade study started no earlier than January 2010 and completed by April 1, 2010.

B) Consolidated Ingest, Archive, and Distribution Data Report

- The compilation of the tabular data is to be completed and delivered five business days after receipt of the final input from projects, following the first of each month. At the beginning of a new fiscal year, the template must be archived and a new fiscal year template prepared.

Communication:

Interaction with a TSSC work manager will help to ensure that communication is documented, well understood, and tracked. The as needed meetings and reports will be held in conference rooms or in government offices supporting the Archives and Records Management task of the Data and Information Support Project. The means to provide information to the government will be through the use of desktop office type products or new approaches approved by the government. It is expected that all communication, whether oral, written or softcopy, that lends direction, guidance or policy to an activity, will be documented through formal written or email means.

The task expects to work through a TSSC work manager for all work anticipated. Monthly and fiscal year to date labor charges broken out by task are required.

The government will periodically need to change the scope or nature of the activities related to archive and records management to address changing needs of the Agency, the Discipline, and EROS.