

USGS Science Data Exit Form

(Version 1, November 2014)

The information requested here is intended to ensure that the value and scientific legacy of your work conducted at the USGS continues well into the future. You will be asked questions related to science data and documents to help the USGS preserve and provide access to the data. Your answers will assist the Bureau in preserving both your career’s work and science legacy that our agency provides to the Nation.

This form comprises three sections: “General Information,” information about the dataset (“Dataset 1”), and a listing of websites where you can go for more information about the questions listed in this document (“Where do I go for help?”). For the Dataset section, there are entries for both electronic data and for physical data. The intent of listing each is to ensure the appropriate information pertaining to the dataset is entered. If more than one dataset is to be documented, simply copy the set of questions listed under “Dataset 1.”

Note: if this form is to be filled out by a person other than the employee who is leaving, consider supplying this form to them before the interview so that the employee can have an idea of what information will be asked.

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General Information

Please provide the current name and contact information for the employee departing, along with the name and contact information for the person completing the form (if different from the employee).

Information of departing employee (USGS contact information):

Name:

Address:

Phone Number:

Email Address:

(USGS email address and non-work email address
if willing to be contacted after departure)

Date of anticipated departure:

Information of person conducting the interview (if other than self):

Name:

Address:

Phone Number:

Email Address:

Date form completed:

Dataset 1

(Duplicate this Dataset section as needed for additional datasets.)

Title

Brief Description (data type)

Status (incomplete, ongoing, complete)

Contact Information

Please provide a current USGS point of contact that is different from the departing employee. This information will be used in case questions arise after the employee departs.

Name:

Address:

Phone Number:

Email Address:

Data Management Plans, Metadata, and Documentation

The questions below will help identify existing documents, such as metadata records and data management plans, that can be used to help fill out this form. It will also help identify any records that are missing. More information about creating a data management plan can be found at the end of this document.

Was a data management plan* created for these data? If yes, please attach or provide access details.

(*A [data management plan](#) is different from a project proposal or work plan, as it deals directly with the data and data products for a project.) If so, where is it located and what is the file name? If not, is a project or work plan available?

Are there metadata records for your data sets? If so, where are they located?

Do any of your data sets have digital object identifiers ([DOI](#))? If so, what are they? (Recommended: if possible, list as publication reference, for example: Moody, John A.; (0000): Powder River: Data for Cross-channel profiles at 22 sites in southeastern Montana from 1975 through 2012; 2013. doi:10.5066/F70Z719C)

Are there any manuals, instructions, handbooks, guides, etc. that are needed to access your data or to understand the processes or status of your project(s)? If yes, where are they located?

Are there field books, personal notes, notebooks, etc., either hardcopy or electronic, that are associated with your projects or other work? If yes, where are they located?

Is there anything else that would be useful to know about this dataset?

ELECTRONIC DATA

(Fill in this section for electronic data, or see below for physical data.)

Physical Location and Documentation

The questions below will help us understand how and where electronic data can be found.

Are the data backed up to a government system? (Note: some drives may be routinely erased as part of IT policy, and without a backup the data will be lost.)

Where are the data located? (Examples: desktop computers, websites, servers, FTP servers, Google Drive, external drives, personal computers, analytical lab/field equipment). This may include data from current projects, completed projects, data stored on lab computer systems, or other exploratory datasets. Where appropriate, list office/room number where desktop computer(s) are located, system names if available (IGASFP.....).

How are drives/data labeled (naming convention, etc.)? (For example, with README files or similar documentation, metadata, or other notes depending on the format.)

Are there any special requirements, steps, or processes that are needed to access your information and/or data (for example, specific software or software versions, encryption keys for encrypted data, fobs for accessing systems, password-protected systems or data)?

Do you have any websites, wikis, blogs, or collaborative spaces?

Is there anything else to note?

Systems, Hardware, and Software

(This section deals with information that is specific to computer systems. Specifics about the data will be addressed later in the document.)

What systems are your files on? List machine name(s) and directories.

Are there any systems that you use or are responsible for that require special access instructions (such as dongles, encryption keys, unique logins) beyond Active Directory logins? If so, please include the name of the system, database instance, server information including name, short description, POC for the system, etc.

Are there any non-USGS systems that are accessed in order to retrieve data necessary for your project? If so, are there any restrictions? List name of system, POC, reason for accessing system, along with any metadata.

Are there any systems/programs/scripts that you use for automated data access/transfer? If so, has ownership for those systems been transferred? List name and contact information.

Are there any systems that send automated messages to your email account? If so, has the account been updated so that it delivers the message to an active address?

Do you own any proprietary/homegrown programs, models, or software? If so, where are they, and where are any related documentation located?

Is there anything else to note?

Hardware: Mobile/portable devices, monitoring equipment, drives, external hard drives, etc.

(This section contains information about physical devices not including servers, which are covered in the previous section. For each answer, please include name, location, and POC for each device.)

Are there any mobile, portable, or handheld devices that might have data on them (not already downloaded to a shared government platform)?

Are there any non-governmental computers or devices such as external hard drives or flash drives that might have data on them (not already downloaded to a shared government platform)?

Is there anything else to note?

Software: Licenses, Programs, and Applications

(This section contains information regarding software, including licenses, programs needed to access/modify data, and apps on mobile devices, among others.)

Do you own any non-standard software licenses? (Examples: modeling, workflow, 3D visualization, other software; do not include office-wide programs like MS Office) Who is the current owner of the license? Are there any special requirements for accessing or installing the software mentioned above, such as license keys you have in an email from the vendor? Where is the software located (on a legacy computer, disk, web portal for downloaded software, etc.)?

Is there any specific documentation (from the vendor or your own) for working with the software? If so, where is the documentation located and who is the contact for the documentation?

Are there any programs running on systems that you are responsible for that will need to have their ownership transferred to someone else? Examples include: scripts that automatically pull data from external systems, programs that process daily data, etc. Coordinate this activity with IT staff.

Is there anything else to note?

Ongoing Data Access

(The questions below will help us understand how to manage access after the employee departs, and who may need access. These questions will need to be addressed with your IT staff, as they are responsible for managing access and wiping systems. The intent of these questions is to ensure no data is lost, but also to ensure that data access is still available to someone who is returning as an emeritus, etc.)

Do you plan to continue working with the data (ex: emeritus position)?

If so, what data will you need access to?

Will you be collecting any new data, and where will that reside?

Is there anything else to note?

Data considerations (privacy, litigation, etc.)

(The questions below help make users aware of any constraints or limitations on using the data.)

Do any of the data have restrictions or copyrights (including proprietary data)? If so, what information is necessary to know about this data?

If, yes, when do they expire? Who is the copyright holder? Is there documentation you can provide related to this?

Do you have any data that is considered sensitive, classified, or restricted-use? If so, ensure that the data has been turned over to the appropriate person. (See the end of this document for Records Management contacts.)

Are any of the data related to current or potential litigation, and therefore should not be destroyed? If so, contact the "[Document Production Team](#)" (part of Records Management) regarding this information.

Is there anything else to note?

Data disposition

Federal records require that data be disposed of properly. If you have question about what data can be disposed, or how to dispose of the data, contact a [Records Management Liaison or Coordinator](#).

Data preservation

(The question below will help us understand if any data needs to be rescued.)

Do any of the datasets you worked on need help in terms of hardware, software, media, or format

obsolescence? (Examples: tape drives, JAZ/Zip drives, obsolete formats, Word Perfect files) If so, where are the files or disks?

Is there anything else to note?

Publications: USGS publications, journals articles, etc.

(The information in this section will help us identify publications that are currently in process or have been produced.)

Are there any first author publications in process? If so, at what stage is the pub? Please provide IPDS-number(s) and who will be the point of contact for the publication.

If no point of contact is available, where are all of the files (images, tables, etc.) for each publication?

Is there anything else to note?

PHYSICAL DATA

(This includes items like cores, photos, physical maps, microfiche, biological samples, chemicals, water samples, etc. Fill in this section for physical data, or see above for electronic data.)

Physical Location and Documentation

(The questions below will help us understand how and where physical data can be found.)

What types of physical data do we need to know about, and where are the data located? (Examples: labs, analytical lab/field equipment, storage areas, boxes)

Where are the field notebooks, maps, or logbooks, containing locality information? Where are they located, and what information do they contain?

Are the data labeled? If so, how are they labeled?

Are any of the samples hazardous? If so, which ones, and what are the hazards?

Are there associated analytical data for these samples? If so, where is it located?

Have any of the samples been identified as "accessioned" as a USGS collection or in a specified repository?

If so, which samples and to what repository?

Are you responsible for any equipment (monitoring, lab, coring, seismic, etc.)? If so, list equipment, location, and use.

Any 'on loan' data sets? List agreements, expected return date, point of contact, etc.

Do you have any photos (digital or print), field notebooks, or logs that fall under the following topics: energy extraction research (oil, natural gases), geologic mapping, minerals research, natural hazards, astrogeology, geomagnetism, or geophysics & geochemistry? If so, please contact USGS Field Records Collection (Denver Library: den_lib@usgs.gov) so that they can evaluate the items for inclusion into their collection.

Is there anything else to note?

Ongoing Data Access

(The questions below will help us understand how to manage access after the employee departs and who may need access. These questions will probably need to be addressed with your lab manager or staff (if available), as they may be responsible for access. The intent of these questions is to ensure that access is still available to someone who is returning as an emeritus, etc.)

Do you plan to continue working with the samples (ex: emeritus position)?

If so, what samples will you need access to?

Will you be collecting any new data, and where will that reside?

Is there anything else to note?

Data considerations (privacy, litigation, etc.)

(The questions below help make users aware of any constraints or limitations on using the data.)

Do any of the data have restrictions or copyrights (including proprietary data)? If so, what information is necessary to know about this data?

If, yes, when do they expire? Who is the copyright holder? Is there documentation you can provide related to this?

Do you have any data that is considered sensitive, classified, or restricted-use? If so, ensure that the data has been turned over to the appropriate person. (See the end of this document for Records

Management contacts.)

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Is there anything else to note?

Where do I go for help?

USGS Data Management Website:

- General information, best practices, tools, recommended reading, handouts, and training covering the entire data lifecycle
- <http://www.usgs.gov/datamanagement/>

DMPTool (Data Management Plan Tool)

- A **free** tool designed to help researchers learn about data management and write guided Data Management Plans (DMPs), the DMPTool walks researchers through the steps necessary to create a generic DMP or one based upon USGS guidance
- <http://www.usgs.gov/datamanagement/plan/dmplans.php>

Digital Object Identifiers (DOI)

- A Digital Object Identifier (DOI) is one type of unique, persistent identifier that is permanently assigned to a specific electronic resource
<http://www.usgs.gov/datamanagement/preserve/persistentIDs.php>

USGS Records Management Website:

- The Records Management Program oversees the complete lifecycle of Federal Records
- <http://internal.usgs.gov/oei/irm/files.html> (internal USGS website)
- <https://collaboration.usgs.gov/cio/eiim/records/Lists/Records%20Management%20Staff/AllItems.aspx> (list of Records Management contacts)
- <http://www.usgs.gov/usgs-manual/schedule/> (USGS Records Management Schedules)