

**U.S. Geological Survey  
National Center for Earth Resources Observation and Science  
Data Transfer Requirements For Long-Term Archiving**

## **INTRODUCTION**

This document is intended to ensure that the U. S. Geological Survey (USGS) can adequately address the archiving, access, distribution, and user service responsibilities for any data offered to the USGS. These requirements assume that the data have already met the scientific criteria relevant to the land science mission of the USGS. There may be some additional specific requirements related to data access, distribution, and user services that would entail further discussions. Lastly, the levels of service the USGS provides for new data are negotiable and will be handled on a case-by-case basis.

## **PHYSICAL REQUIREMENTS**

- Data provided will be at the level of processing that best preserves the integrity of the data and is the most useful to the anticipated requestors of the data. USGS, in cooperation with the party offering the data, will determine this level. Ancillary files required for processing higher-level products are to be provided as well.
- The data shall be uncompressed, or if the USGS agrees, utilize a loss-less compression technique accompanied with the decompression algorithm and any additional software needed to read or decompress the data.
- The data, if transferred on media, shall reside on 'state of the art' media (e.g., in FY 2002, Digital Linear Tape 7000, 9940A, or 9940B) that is compatible with USGS systems and has at least 5 years of reliable life remaining.
- The format that the data is transferred in should be non-proprietary and computer-compatible. If the data format is proprietary, a sunset date when the data would be considered Public Domain shall be negotiated and agreed upon prior to any transfer.
- The data's file naming convention will be documented and provided to the USGS.
- For all raster data sets, the transfer shall include a non-proprietary raw, raster-formatted browse for each record or granule of data along with the documentation of how the browse was created.
- The initial, and any subsequent, processing histories must accompany the data. The processing histories should list the hardware and software environment at the time the processing was performed.
- Regarding analog aerial photography, the USGS will only accept camera original film on a polyester base stored in rubber cans. The manufacturer number of the film must also be provided. The photographic frame

reference numbers must be on the film. No paper photography will be accepted.

## **METADATA REQUIREMENTS**

- Complete metadata must be provided prior to any physical shipment of data and must be capable of supporting Federal Geographic Data Committee/International Standards Organization collection- and record-level standards with emphasis upon complete frame/image center and corner latitude and longitude coordinates.
- Metadata must be provided via flat, American Standard Code for Information Interchange, delimited files and indexed to tie to the physical inventory of records being considered for transfer.
- Additionally, the data shall be accompanied by a complete library of documentation, including but not limited to user information (e.g., guides, Data Information Files, fact sheets, Frequently Asked Questions sheets, user guides, etc.), instrument documentation (e.g., Preliminary Design Review and Critical Design Review information, lessons learned, hardware documentation, firmware documentation, engineering models, computer models, etc.), platform documentation (e.g. overview, etc.), algorithm documentation (e.g., ATBDs, 'grey' books, etc.), and so on.
- The data's documentation shall be provided in hardcopy form where possible, and in a current softcopy format (e.g., in FY 2002, Microsoft Word).
- The data provider will also provide a comprehensive training course in the science and prior management behind the instrument, data, processing histories, format(s), algorithms, and user community to the USGS science, engineering, and User Services staff.

## **POLICY REQUIREMENTS**

- Once a physical transfer of any data has occurred and the USGS has formerly accepted the data, the data become the responsibility and property of the USGS.
- Contributed data may be transferred to other data centers such as the National Archives and Record Administration when deemed appropriate by the USGS.
- Product or derivative product pricing will be determined by USGS guidelines including the elements that make up the principle of the Cost Of Fulfilling a User Request (COFUR).
- The data should have no access restrictions applied to them including any use policies that would prohibit unlimited distribution capabilities. If restrictions do apply to the data, a mutually agreed to formal sunset date for such restrictions to be removed and the data considered to be part of the Public Domain must be in place prior to any data transfers.

- A technical point-of-contact must be provided that can be utilized for questions about the data or use of the data. A USGS point-of-contact will also be established representing the USGS science, user service, and the long-term archive areas.
- Requests to reprocess or to make large copies of data already submitted and accepted into the USGS long-term archive will be handled on a case-by-case basis and at the discretion of the USGS.