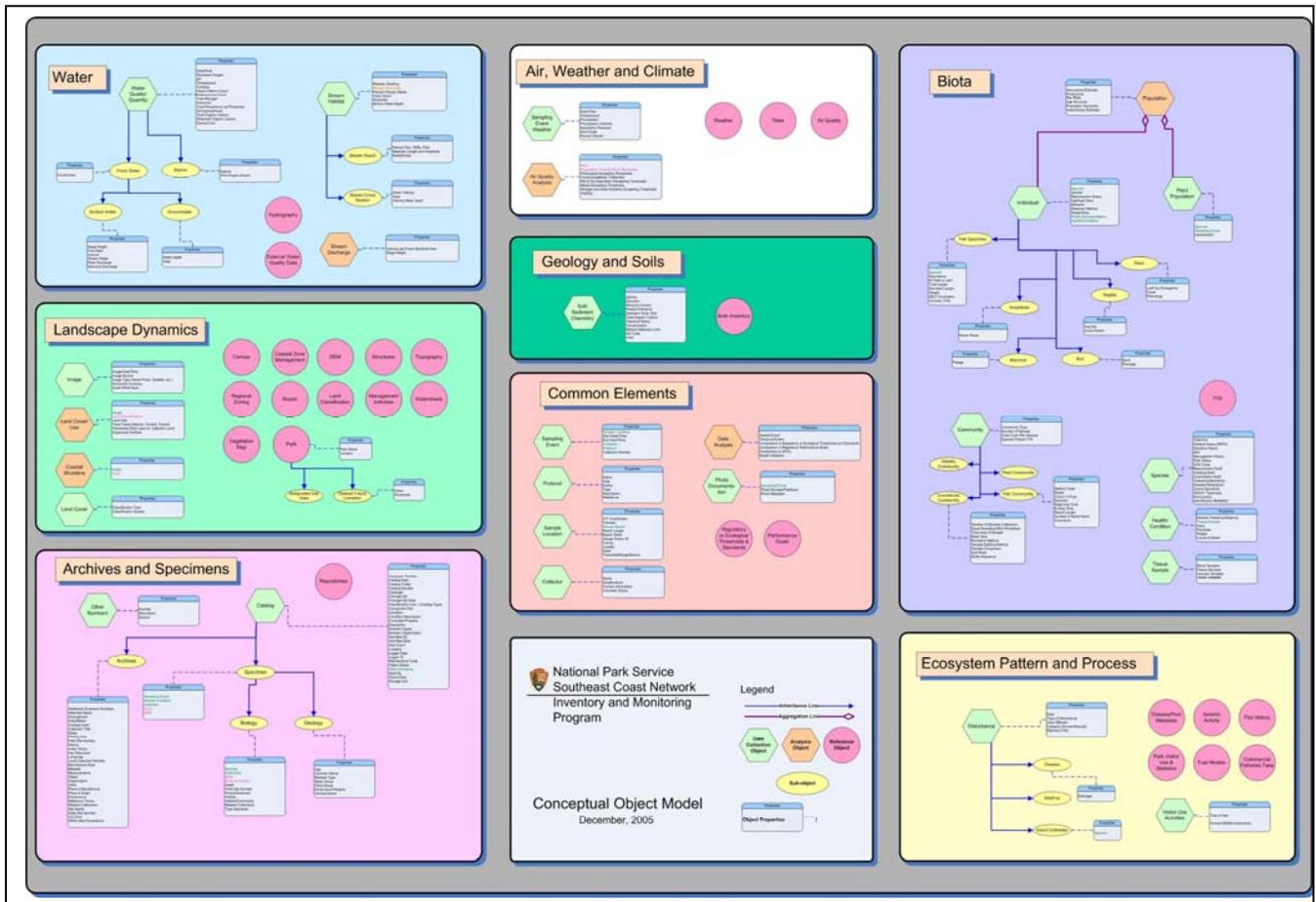




# Information Management and Archiving Plan

## *Southeast Coast Inventory and Monitoring Network*

Natural Resource Report NPS/SECN/NRR—2008/062



**ON THE COVER**

Conceptual Data Object Model for the Information System that will support the Southeast Coast Network.

From: DataLOGIC, Inc., 2005

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# **Information Management and Archiving Plan**

## *Southeast Coast Inventory and Monitoring Network*

Natural Resource Report NPS/SECN/NRR—2008/062

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September 2008

U.S. Department of the Interior  
National Park Service  
Natural Resource Program Center  
Fort Collins, Colorado

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Please cite this publication as:

Wright, C. J., J. C. DeVivo, and K. Funk. 2008. Information management and archiving plan, Southeast Coast Inventory and Monitoring Network. Natural Resource Report NPS/SECN/NRR—2008/062. National Park Service, Fort Collins, Colorado.

**Topic(s):**

Information management, archiving, guidelines, standard operating procedures, metadata

**Keywords:**

Information management, vital signs monitoring, archiving, Southeast Coast Network, information needs assessment, conceptual object model, natural history collections

**Acronyms:**

ANCS+	Automated National Catalog System
CSDGM	Content Standard for Digital Geospatial Metadata
DOI	Department of the Interior
FGDC	Federal Geographic Data Committee
FOIA	Freedom of Information Act
GIS	Geographic Information Systems
I&M	Inventory and Monitoring
INA	Information Needs Assessment
IT	Information Technology
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NPS	National Park Service
OCIO	Office of the Chief Information Officer
QA	Quality Assurance
QC	Quality Control
SECN	Southeast Coast Network
SER	Southeast Region
SERO	Southeast Regional Office
SOP	Standard Operating Procedure
WASO	Washington Support Office
WRD	Water Resources Division

**Initial Distribution**

SECN Intranet Website <http://www1.nrintra.nps.gov/im/units/secn/datamgmt/index.cfm>

**Revision History Log:**

<b>Revision Date</b>	<b>Author</b>	<b>Changes Made</b>	<b>Reason for Change</b>	<b>New Version Number</b>
9/12/2008	Christina Wright	Updating content of several chapters before finalizing.	Revisions based on reviewer comments for draft version 1.0.	Version 1.0

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[Metadata Guidance Document](#)

[Digital Photo Management Strategy](#)

[Directory Structure and File Naming Convention](#)

[Guidance for NPSpecies Certification](#)

[Database Documentation and Data Dictionary Guidance Document](#)

[Policies for Fulfilling Data Requests](#)

[Data Processing and Lifecycle Workflow](#)

[Digital Archiving Guidance Document](#)

[Records Management Standard Operating Procedure](#)

[Summary of Laws and Regulations for the Management of NPS Natural History Collections](#)

[Curatorial Responsibilities Guidance Document](#)

[Project Closeout Checklist](#)

The above appendices are available as individual documents online at the SECN intranet site (NPS Only) by using the links above.

## Acknowledgments

Because network data management plans have been due on an incremental basis depending upon when the network received full funding, those of us in later funded networks have benefited greatly from the work done by those data managers whose plans were due early on in the process. Special thanks needs to go to those people who really helped move things forward by setting the standard for productive collaboration across the NPS data management community and for all of their hard work and ideas: Sara Stevens, Margaret Beer, John Boetsch, Deborah Angell, Dorothy Mortenson, Doug Wilder, Gareth Rowell, Michael Williams, Geoffrey Sanders, Rob Daley, Teresa Leibfreid, Bill Moore, Patrick Flaherty, Fred Dieffenbach, Mark Hart, and Velma Potash. Since this first round of data management plans, data managers across the service have continued to work together through conference calls, emails and the annual data management meeting. Many components of this data management plan were developed over the past several years through collaborative efforts among data managers throughout the I&M Program of the National Park Service and adopted by the SECN as originally presented or with minimal changes. These contributions are noted in the "Credits" section at the end of Plan chapters. An additional thank you is required for the many reviewers of this document; your comments have greatly improved the structure and content of both the plan and plan appendices. Finally, thanks to Joycine Lowe, Sarah Zimny and Sara Pribula in the Southeast Region IT Division who provided information regarding NPS and Southeast Region IT infrastructure, system architecture, security and backups.

## Executive Summary

As part of the National Park Service's effort to "improve park management through greater reliance on scientific knowledge," a primary role of the Inventory and Monitoring (I&M) Program is to collect, organize, and make available natural resource data and to contribute to the Service's institutional knowledge by facilitating the transformation of data into information through analysis, synthesis, and modeling (<http://science.nature.nps.gov/im/index.cfm>). To meet these objectives, each I&M Network needs a decision support system that effectively stores, maintains, analyzes, and distributes the data, information and products of scientific work conducted at each of the network parks. Thus, a foundation of the I&M program is the strong emphasis placed on data and information management for which networks are expected to devote at least 30 percent of available resources.

There are three primary sources of natural resources data of interest to the Southeast Coast Network (SECN) vital signs monitoring program:

- **Vital Signs monitoring data** – Data collected during implementation of the long-term monitoring program following peer-reviewed protocols and standard operating procedures. Data collection is conducted on an ongoing (continuous), cyclic (once every few years), or synoptic (one point in time) schedule.
- **Project data** – Data that are collected following standardized methods during a distinct time period with no expectation of recurrence following those same methods. Examples include baseline inventories, data collected during protocol development, and data collected during research by network, park, or cooperating personnel. Legacy datasets are also considered project data.
- **Incidental Observation Data** – Data collected following no standardized protocol (e.g. opportunistic species observations).

The information management strategy described in this document is focused upon data collected during the implementation of vital signs monitoring protocols although project and incidental observation data are discussed as well. Management of data, specimens, or archives outside of this scope is addressed elsewhere in existing National Park Service (NPS) or Park-specific standard operating procedures (SOPs). Where such SOPs do not exist the Network will develop procedures (or protocols) to appropriately and consistently manage those data. It is the intent of the SECN to develop an information management system that can accommodate vital signs monitoring data, as well as project and incidental observation data.