



Data Management Plan

Upper Columbia Basin Network

Version 1.0, December 2007

Natural Resource Report NPS/UCBN/NRR—2007/020



ON THE COVER

NPS Collage of data management photographs in the UCBN, courtesy of UCBN staff

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Gordon H. Dicus
National Park Service, Upper Columbia Basin Network
University of Idaho, Department of Fish and Wildlife
Moscow, ID 83844-1136

Lisa K. Garrett
National Park Service, Upper Columbia Basin Network
University of Idaho, Department of Fish and Wildlife
Moscow, ID 83844-1136

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Change History

Original Version #	Date of Revision	Revised By	Changes	Justification	New Version #
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Notes on use of Change History log: Generally, version numbers will increase incrementally by whole numbers (e.g., version 2.0, 3.0, 4.0, etc.) as the document undergoes significant revisions. However, version numbers may increase by tenths (e.g., version 1.1, 1.2, etc) to reflect minor changes. A brief description of changes (e.g., Chapter number or sub-section) and a brief justification for the changes will be noted in this Change History log.

Note on Organization of this Document: Guidance documents and informational overview documents are bound in a separate accompanying document and included on a CD that accompanies this document.

Informational Overview Document
National-level Data Management Applications

Guidance Documents
File Naming Guidance
Directory Structure Guidance
Product Specifications Guidance
Metadata Guidance
Product Certification Form
Photo Management Guidance
Photo Database User Guidance

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Appendixes

Note: bound in a separate accompanying document and included on a CD that accompanies this document

Appendix A. National-level Data Management Applications

Appendix B. File Naming Guidance

Appendix C. Directory Structure Guidance

Appendix D. Product Specifications Guidance

Appendix E. Metadata Guidance

Appendix F. Product Certification Form

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Executive Summary

A central mission of the National Park Service Inventory and Monitoring (I&M) Program is to provide timely, accurate, and usable scientific information about the status and trends of park resources to park managers. Fulfilling this mission requires an information management system that effectively produces, maintains, and distributes the products of scientific work completed in the parks. This Upper Columbia Basin Network (UCBN) Data Management Plan (DMP) documents an overarching strategy for ensuring that UCBN program data are documented, secure, and remain accessible and useful for decades into the future. In turn, the DMP refers to more specific guidance documents and standard operating procedures which convey the standards and steps necessary for individual monitoring protocols.

The UCBN data management mission is to ensure the quality, interpretability, security, longevity, and availability of program natural resource data. The procedures and work practices outlined by this DMP contribute to these four primary data management goals:

- Ensure the high quality and long-term availability of the ecological data and related analyses produced from the network's inventory and monitoring work
- Integrate data management activities with all aspects and at all stages of network business
- Specify data stewardship responsibilities for all personnel
- Work within and outside the network, as appropriate, to improve the quality and availability of legacy NPS datasets and data from outside sources

Effective data management practices are essential to achieving I&M Program goals and require adequate personnel time and funding to achieve the best results. While, some data collection procedures and data management practices are already in use and require minimal revisions, others may involve several iterations before deemed acceptable and functional. Some practices specified in the DMP may be new to staff and cooperators. With few exceptions, however, obligations come from law, Executive Orders, Director's Orders, or national I&M Program guidance. The DMP helps to put these requirements into context and provides operational guidance to achieve them.

This data management plan reflects a commitment to establishing and maintaining a robust system for data management to ensure the availability and usability of high-quality natural resource information. This plan supports the objectives of the I&M Program and provides guidance on the following network activities:

- acquisition and processing of data,
- assurance of data quality,
- documentation, analysis, summarization, and dissemination of data and information,
- maintenance of UCBN content within national-level data management systems,
- and maintenance, storage, and archiving of data products.

Acknowledgments

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