

Arctic Network Inventory & Monitoring Program

U.S. Department of the Interior

**Data Management
Standard Operating Procedure**
NPS/ARCN/DMSOP-2007-20



Data Stores for Inventory and Monitoring Program Informational Products

Overview of NPS information warehouses

Summary

This Standard Operating Procedure briefly describes appropriate information warehouses for NPS products.

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Introduction

The NPS has infrastructure for the storage and retrieval of information products. This SOP describes various document types that may be encountered in day to day operations of the Arctic Network and appropriate archival locations for each.

Data Products and Processing Plan

Data Description	Processing
Gray literature, unpublished reports, research summaries	Review and document in NatureBib. Evaluate for species data and link to NPSpecies. Obtain copies for network files (preferably electronic) as appropriate; upload full-text document to NatureBib (if not subject to copyright restrictions)
Published reports, journal articles	Review and document in NatureBib. Evaluate for species data and link to NPSpecies. Obtain copies for network files (preferably electronic) as appropriate; upload full-text document to NatureBib (if not subject to copyright restrictions)

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Data Description	Processing
Investigator Annual Reports	If IAR is the only reference to a project, document in NatureBib. If a more comprehensive report has resulted from the project, create a NatureBib record for the report and reference the IAR in the NatureBib record.
Photographs	If photos are part of an assemblage accompanied by documentation, enter into NPS Data Store. Evaluate for NPSpecies data (photo vouchers)
Databases, spreadsheets, other electronic data assemblages — undocumented	Review for associated documentation. Locate project leader, if possible, for further explanations. Create NPS Data Store record and document to the extent possible in the Arctic Network data catalog.
Databases, spreadsheets, other electronic data assemblages — documented	Create NPS Data Store record. Evaluate for NPSpecies data. Obtain copies for network files as appropriate
GIS data — undocumented	Retain copy at Arctic Network office as applicable. Document in Arctic Network GIS Inventory database. Create metadata.
GIS data — documented	Retain copy at Arctic Network office as applicable. Document in Arctic Network GIS Inventory database; maintain metadata.
Species lists	Create NatureBib record if author and date are included with list. Evaluate for NPSpecies, NPSpecies.
Data collected by NPS regional or national programs (e.g., air quality, sound, night sky)	Create NPS Data Store record
Data collected and managed by other agencies (e.g., stream gauging stations, climate, breeding bird data, other monitoring programs)	Create NPS Data Store record; evaluate for NPSpecies data
ANCS+ natural history specimen data	Evaluate for inclusion in voucher table of NPSpecies.
Park library records (ProCite)	Evaluate for inclusion in NatureBib
Park archives	Evaluate for inclusion in NatureBib, NPS Data Store, NPSpecies

Figure 1. Data types, archival locations and processing instructions for Network products.

About This Standard Operating Procedure

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Revision History

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1.0	20071214	S. Miller	Original

This table reflects changes to this document. Version numbers will be incremented by one (e.g., Version 1.3 to Version 2.0) each time there is a significant change in the process and/or changes are made that affect the interpretation of the data. Version numbers will be incremented after the decimal (e.g., Version 1.6 to Version 1.7...1.10....1.21) when there are changes to grammar, spelling, or formatting, or minor modifications in the process that do not affect the interpretation of data.