

## Data Release Checklist for Center Directors

This checklist provides a list of items that need to be completed in order to approve data for release.

- Have the data been handled as described in the data management plan? (Includes: Is there a MOU or data sharing agreement for external datasets? Is sensitive/proprietary data handled appropriately?)
- Reviewed data and compliant metadata (including xml format) are staged on a landing page (URL to landing page should be provided).
- Metadata review and reconciliation documentation is in the IPDS.
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- The data product has been assigned a USGS Digital Object Identifier (DOI) using the DOI Tool (unless the data are submitted to an approved non-USGS repository that assigns and manages DOIs).
- Author ORCiD present in the IPDS record.
- If interpretive or new methods were used in producing the data, are they published? (References to those publications should be provided in the data release and metadata.)
- Is a process in place to provide the metadata to the USGS Science Data Catalog?
- Is data being released in a USGS acceptable digital repository ([https://www2.usgs.gov/fsp/acceptable\\_repositories\\_digital\\_assets.asp](https://www2.usgs.gov/fsp/acceptable_repositories_digital_assets.asp))?
- If the data release repository is non-federal, is someone in USGS designated to preserve a copy of the data? (See [SM 502.9](#))
- If there is software involved, is it appropriately documented?