

Center Directors Pre-Approval Checklist for Data Release

Updated August 21, 2018

This checklist provides Center Directors with a list of actions to verify that necessary steps for data release approval have been completed and documented in the Information Product Data System (IPDS).

Insert an "✓" in the box provided to confirm the listed actions have been completed. A Comments/Notes section is also included at the end for any additional information you optionally may wish to document. This form may be retained as part of the IPDS documentation or in the originating office for recordkeeping purposes.

Data Release Product Title

Data Management Plan

- The data have been handled as described in the data management plan (DMP). (This includes considering if the DMP covers for example, a Memorandum of Understanding or data sharing agreement for external data; appropriate controls for sensitive/proprietary data; and the location for storing the authoritative copy.)

Metadata and Data Review

- The reviewed data and compliant metadata (including xml format) are staged on a landing page (the author should provide you with the landing page URL).
- Both the data review and its reconciliation documentation, and the metadata review and its reconciliation documentation are in the IPDS record.
- If interpretive or new methods were used in producing the data, they are published in an associated scholarly publication, and a reference to the publication is provided in both the data release and the metadata.
- If there is software involved, it is appropriately documented.

Identifiers

- The data release 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).

Public Access and Preservation

- A process is in place to provide the metadata to the USGS Science Data Catalog.
- The data being released are in a USGS acceptable digital repository.
- If the data release repository is non-USGS, someone in the USGS is designated to Preserve an authoritative copy of the data. (Refer to Survey Manual (SM) chapter [SM 502.9](#)).

For More Information

Refer to [SM 502.8](#) and <https://www2.usgs.gov/datamanagement/share/datarelease.php> for more information.

Comments/Notes (optional)

