

Archiving Checklist

- Contact Appropriate Node**
 - Atmospheres
 - Geosciences
 - Cartography & Imaging Sciences
 - Planetary Plasma Interactions
 - Ring-Moon Systems
 - Small Bodies
- Information on Data to PDS**
- Begin Design of XML Label Templates with the Node**
- Develop Local Data Dictionaries with the Node (where appropriate)**
- Create Archive with Label Templates and Validate**
- Create User Guide & Determine Documentation**
- Node Peer Reviews Completed Data**
- Lien Resolution**
- Node Distributes Data & Develops Web Interface**

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Guidelines for Archiving



Preparing to Archive Data

- Archiving your data comprises the final step in fully sharing scientific results with the scientific public.
- However, this step is often not taken due to a lack of understanding of the PDS archiving process.
- With the advent of increased accountability with Data Management Plans in funding proposal calls, you may have the need to archive with the PDS.
- A good archive begins with designing an effective Data Management Plan in your proposal, following NASA guidelines and aided by a PDS discipline node.

The Basic Archiving Process

- Select the appropriate discipline node based on information at [/pds.nasa.gov/](https://pds.nasa.gov/)
- Determine if the data you have in mind would be accepted by the discipline node
- Work with PDS discipline node personnel to determine a procedure that will allow you to archive your data. All archived data are required to be peer reviewed and adhere to PDS4 standards.

You can rely on the supporting PDS discipline node to help develop the structure of the archive and, using sample products that you provide, to define and design the templates for producing valid PDS4-compliant XML labels.

Quality data archiving begins with the Data Management Plan in the proposal phase.

Data providers are responsible for generating the PDS4 bundle structures with the help of the nodes.



Submitted data are reviewed before being archived as Certified Data

Committing to Generate a PDS Archive

Data Provider

Discipline Node

Step 1

Communication: Contact node, provide information about types of data products, estimated data volume, and personnel contact information. Archive design begins with discourse between provider and node in the proposal phase regarding the Data Management Plan.

Step 2

Archive Schedule: Data Provider sets a point of contact to ensure completion of the archive. Schedules for data delivery will be set depending on data types and needs of the data provider.

Label Design: PDS acknowledges project and requests data samples and pertinent parts of proposal. PDS provides iteratively tailored XML label templates and advises on archive formats.

Step 3

Archive Creation: Data Provider iteratively refines the XML label templates with PDS resulting in valid labels and PDS4 Bundle-Collection structure(s).

Archive Validation: PDS conducts initial validation of data and label integrity. Communication between node and provider refine metadata and labels.

Step 4

Documentation: Data Provider with assistance of PDS produces a User Guide and/or other appropriate documentation, describing the data and procedures for efficient usage.

Peer Review: PDS sets up review panel(s), which may include experts in the field and PDS personnel, to peer review the archive with participation of the data provider.

Step 5

Review and Lien Resolution: Once archive passes the peer review process and all liens are resolved, the archive can be completed and archived as certified data.

Data Distribution: Finalized archive is registered with PDS4 Central Registry. PDS, with provider's support, will provide easy web access to the finalized data products.