

Archiving Agreement - Guidelines and Recommendations

Overview

The ARCHIVE provides long-term preservation and access services for publicly available geospatial data that includes all or a portion of Minnesota. The ARCHIVE is an open access repository and makes submissions freely available, worldwide, with the noted policies and guidelines below. The ARCHIVE is a contributing organization to the Minnesota Geospatial Commons.

Background

It has become apparent to geospatial professionals in the state of Minnesota that there are data resources which have historical significance but are not necessarily critical to the operations of publishing organizations for current business. There is concern that without a business need, some organizations may choose not to retain these historical datasets. Through the Minnesota Geospatial Advisory Council, the Minnesota geospatial community has advocated for the creation of an archival mechanism to preserve geospatial data of historical significance.

Statement of Purpose

The ARCHIVE is a repository for geospatial data with permanent historical/archival value.

Governance

Policies, procedures, and workflows related to the ARCHIVE are developed in consultation with the Archiving Committee and are approved by the Geospatial Advisory Council.

Curatorial decisions are made by the ARCHIVE Geospatial Data Curator(s).

Content Guidelines

The ARCHIVE is a joint effort between XXX and XXX that provides long-term open access to a wide range of Minnesota geospatial data. It does so by gathering, describing, organizing, storing, and preserving that content.

Publicly available geospatial data that includes all or a portion of Minnesota are appropriate for deposit in the ARCHIVE. Geospatial data might include vector data, raster data, LiDAR data, and satellite/aerial imagery.

The following statements are meant to guide contributors in determining appropriate types of submissions for the ARCHIVE.

- Geospatial data should be free from access restrictions and appropriate for open access by all users of the ARCHIVE.
- The ARCHIVE will be granted stewardship to distribute and preserve all works placed in the repository.
- The ARCHIVE welcomes works in most geospatial formats. Digital preservation support will be provided at different levels for specific formats as specified in the ARCHIVE Preservation Policy.

Data Deposit Policy

The ARCHIVE is administered by XXXX and accepts publicly available geospatial data that includes all or a portion of Minnesota and that meet the following collection criteria:

- Data must be non-restricted data that DO NOT contain any private, confidential, or other legally protected information (e.g., personal identifiable information).
- Data must be deposited for open access -- this means that visitors to the ARCHIVE site may download and reuse the data. Data that is not suitable for reuse should not be deposited in the ARCHIVE.
- Data are digital, and each file should not exceed 50 GB. Larger data files are considered on a case-by-case basis.
- Data must include adequate documentation describing the nature of the data at an appropriate level for purposes of reuse and discovery.
- The data should be in a final publishable state.
- Data should consist of original and/or unique data that cannot be easily acquired elsewhere. In general, data deposited in the archive should not be publicly available anywhere else.
- Data, portions of data, or accompanying documentation that contain copyrightable materials (e.g. text, images, video, audio, etc) that did not originate with the depositor may present significant legal issues for deposit and sharing. Data that contain such third-party copyrightable materials may be subject to additional curatorial review, and/or may not be accepted into the ARCHIVE.
- All data will receive curatorial review and data that are incomplete or not ready for reuse may not be accepted.

Deposit Agreement

When data producers submit data to the ARCHIVE, they agree to the following:

- Data for deposit should be accompanied by metadata records that adhere to the Minnesota Geographic Metadata Standard, as approved by the Geospatial Advisory Council. Other metadata formats may be considered on a case by case basis.

- Any text in the Access Constraints and Use Constraints fields in the metadata will be replaced by:
 - This data set is subject to the [Minnesota Government Data Practices Act](#). All data that is made available as part of the ARCHIVE is free for any use.
- Any text in the Distribution Liability field in the metadata will be replaced by:
 - NOTICE: The Geographic Information System (GIS) Data to which this notice is attached are made available pursuant to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13). THE GIS DATA ARE PROVIDED TO YOU AS IS AND WITHOUT ANY WARRANTY AS TO THEIR PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE. The GIS Data were developed by <INSERT ORGANIZATION NAME> for its own internal business purposes. <INSERT ORGANIZATION NAME> does not represent or warrant that the GIS Data or the data documentation are error-free, complete, current, or accurate. You are responsible for any consequences resulting from your use of the GIS Data or your reliance on the GIS Data. You should consult the data documentation for this particular GIS Data to determine the limitations of the GIS Data and the precision with which the GIS Data may depict distance, direction, location, or other geographic features. If you transmit or provide the GIS Data (or any portion of it) to another user, it is recommended that the GIS Data include a copy of this disclaimer and this metadata.

End-User Access Policy & Terms of Use

The ARCHIVE is an open access repository and makes collection holdings freely available, worldwide. The data are available for download. Users may contact the data producers with questions regarding the data.

Data producers who submit data to the ARCHIVE expect that it will be re-used to some degree. However, by using or downloading the data, you signify your agreement to the conditions of use stated below:

- The user will not make any use of data to identify or otherwise infringe the privacy or confidentiality rights of individuals discovered inadvertently or intentionally in the data.
- End-users agree to give appropriate attribution to the data producer in any publication, report, analysis, etc. that employs resources provided by the ARCHIVE.

Disclaimer

Data are offered with no warranty or claim of fitness for any purpose. In no event shall the ARCHIVE be liable for any actual, incidental or consequential damages arising from use of

these files. The ARCHIVE is intended to facilitate data sharing and the staff may be available to assist users with finding, accessing, and downloading the data. However, ARCHIVE staff are not able to assist with using, analyzing, or understanding the data, and requests of this nature should be directed first to the data producer.

Preservation Policy

The ARCHIVE accepts geospatial data files in many digital formats, however, digital preservation support will be provided at different levels for specific formats. The ARCHIVE is committed to providing long-term access to the geospatial data it contains. Adhering to best practices, the ARCHIVE uses digital preservation strategies that adapt to the changing technological environment.

Preservation steps may include format migration, normalization, and/or emulation. Which steps the ARCHIVE will take to perpetuate accessibility of a file are determined by the nature of the file format.

The ARCHIVE will accept most geospatial data formats, including (but not limited to) Shapefile, GeoTIFF, GeoPackage, File Geodatabase, LiDAR, etc.

Digital Preservation Support

Actions undertaken by the ARCHIVE will include:

- Assigning a persistent identifier that will always point to the object and/or its metadata
- Creating provenance records and other preservation metadata to support accessibility and management over time
- Providing secure storage and backup
- Performing periodic refreshment to new storage media
- Performing routine fixity checks using proven checksum methods

Possible future actions undertaken by the ARCHIVE could include:

- Strategic monitoring of file formats
- Migration to succeeding format upon obsolescence

The level of support provided will depend on the format of the geospatial data. File format migration will be considered primarily for file formats at risk of obsolescence. The ARCHIVE may consider improvements to accessibility through more open file formats at a later time, as interest and funding allows.

Withdrawal Policy

Content submission to the ARCHIVE is permanent. Under certain circumstances an item in the ARCHIVE may be removed from view (e.g. due to a violation of ARCHIVE deposit agreement).

In order to retain the historical record, upon an item's removal the following statement is displayed:

"Item Withdrawn. The item you are trying to access has been withdrawn from the ARCHIVE. If you have any questions, please contact ARCHIVE staff."

Related Policies

The following are Policies that may be related to submitting content to the ARCHIVE.

- [Guiding Principles of the Minnesota Geospatial Advisory Council](#)
- [Minnesota Geospatial Standards](#)
- Minnesota Geospatial Metadata Standards