

Attachment A

The following were adopted on 30 March 2011 by vote of the Management Council in Executive Session.

Policy on Draft Data

PDS defines a 'draft' data set to be a data set that, at the time it is received, is expected to be replaced in the near future by an improved data set typically, but not necessarily, due to availability of improved calibrations.

A. Whenever it appears that a data set will be improved in the near future (either repeatedly or as a single event), it can, at the discretion of the cognizant node, be classified as a 'draft' data set.

In such cases:

- (1) ARCHIVE_STATUS will be set to the appropriate "DYNAMIC" value (see definition of ARCHIVE_STATUS),
- (2) Version number will be incremented for each new delivery, and
- (3) Notices will be placed on distribution web sites
 - Identifying the data that are being improved
 - Explaining how those data are being improved
 - Providing a link to the unimproved data, if applicable (see below)

The notices on distribution sites may be removed when the data set is complete (no further changes are expected).

B. For minor revisions, documentation of changes is sufficient and retention of old versions is not required. A 'minor' revision includes correction of typographical errors and/or improvements to metadata.

C. For major revisions that have been made to correct serious errors in the data, documentation of changes is sufficient and retention of old versions is not required. Serious errors are those that render the data unfit for use and do not include routine updates such as improvements in calibration, for example.

D. For other revisions:

- (1) Documentation of changes is required,
- (2) Previous versions of the data must be accessible to users for at least six months,

Policy on Superseded Data

PDS defines a 'superseded' data set to be one that has been replaced by a newer version, implying that the data set is not to be used unless the requestor has specific reasons such as reanalysis for historical purposes. Upon being superseded, the data set's keyword ARCHIVE_STATUS is set to SUPERSEDED.

Six months after data set ARCHIVE_STATUS has been set to SUPERSEDED, PDS may (if source data are available and storage would be a continuing burden) reduce the data set to production algorithms, calibration, examples, etc. which could be used to regenerate the original (for example, a DATA directory could be reduced to a few representative examples). Documentation of the reduction must be included with the reduced data set. If source data are not available or if algorithms, calibrations, examples, etc. are not available, PDS must keep all versions of the data set indefinitely.

It is sufficient for PDS to retain only a single copy of a SUPERSEDED data set, which would be in its NSSDC deep archive.

Policy on Accumulating Data

PDS defines an ‘accumulating’ data set to be one that is delivered incrementally at intervals mutually agreeable to the data provider and cognizant PDS node.

Delivery can be by increments alone or by increments plus redelivery of some (or all) of the previously delivered data.

Updated (incremented) versions of errata, index, documentation, and ‘aareadme’ files may be included; but no changes to previously delivered observational data, reduced data, or their metadata are allowed.

VERSION_ID for the data set does not change.

For other situations, see the Policy on Draft Data.

Partitioning of the data set into increments must be described in documentation. The data set must be clearly identified as ‘accumulating’ on web sites until the final increment has been ingested by PDS.

Policy Statement Defining ‘Certified Data’

Data sets that are appropriate for inclusion in NASA data analysis and other proposals are those that have successfully completed the PDS peer review process, or are about to pass, pending resolution of minor liens that the review panel and relevant PDS Node deem not to impact the scientific integrity of the data set. These data sets are considered "certified" by the PDS. Data sets (or newly delivered, non-reviewed increments to dynamic data sets within archives) that do not meet the above criteria are considered "non-certified" and are clearly labeled as such on PDS web sites.

Policy Statement on Implementing ‘Certified Data’ Procedures

The PDS Management Council instructs review panels to distinguish liens as either major or minor. Minor liens are those intended to improve the data set, but which are not considered critical to the understanding and use of the data. Major liens are those severe enough to render the data set (or increment, in the case of dynamic data sets) to be unsuitable for scientific research. Data sets that have passed reviews or have only minor liens are termed “certified;” otherwise they are termed “non-certified.”

PDS Nodes, acting on the recommendations of their respective peer review panels, set values of ARCHIVE_STATUS. Data sets with outstanding major liens remain at “IN PEER REVIEW” and are non-certified. Data sets with only outstanding minor liens are “IN LIEN RESOLUTION” and certified. Data sets that have completed the peer review process are “LOCALLY ARCHIVED” or “ARCHIVED” and are certified. The “DYNAMIC” suffix is appended when appropriate.

PDS Nodes will clearly identify all non-certified data sets (or increments) on their web sites.