

## RDA strategy to wind down services due to a change in NSF or NCAR's strategic direction

### Maintain relevant dataset background information

- Maintain dataset source information in the dataset metadata
  - Personal and institutional contact information for the Data Depositor(s) who's dataset is held in the RDA.
  - Personal (if applicable) and institutional contact information provided for a publicly available dataset that the RDA has copied into its archive (e.g. National Center for Environmental Prediction (NCEP) model outputs).
  - Include both of these fields as part of the dataset metadata by entering them into the "Data Authors" and "Data Contributors" fields using the Metadata Manager utility (see the "Metadata Fields section of [https://rda.ucar.edu/#!/rdadocs/mm\\_guide](https://rda.ucar.edu/#!/rdadocs/mm_guide)).
- Maintain dataset alternate repository information in the dataset metadata
  - Is there an alternate repository that hosts a copy of a dataset that is archived in the RDA, or a dataset that was used to create a derived dataset that is archived in the RDA? Here "derived" indicates that a dataset curation level of 2 or 3 was applied to the RDA dataset as defined in [https://rda.ucar.edu/rdadocs/RDA\\_Dataset\\_Curation\\_Level.pdf](https://rda.ucar.edu/rdadocs/RDA_Dataset_Curation_Level.pdf). If so, include this the alternate repository location information (web address) in the RDA dataset metadata by entering it in the "Dataset Redundancy" field under the "Supporting Information/Materials" section of the Metadata Manager utility (see the "Metadata Fields section of [https://rda.ucar.edu/#!/rdadocs/mm\\_guide](https://rda.ucar.edu/#!/rdadocs/mm_guide)).
- Maintain dataset curation level information in the dataset metadata
  - Include the dataset curation level, according to the definitions found in [https://rda.ucar.edu/rdadocs/RDA\\_Dataset\\_Curation\\_Level.pdf](https://rda.ucar.edu/rdadocs/RDA_Dataset_Curation_Level.pdf), by entering it in the "Curation Level field" under the "Supporting Information/Materials" section of the Metadata Manager utility (see the "Metadata Fields section of [https://rda.ucar.edu/#!/rdadocs/mm\\_guide](https://rda.ucar.edu/#!/rdadocs/mm_guide)).
- Create an inventory of datasets detailing custodial information on a yearly basis and posted at [https://rda.ucar.edu/rdadocs/Dataset-Curation-Info\\_v2.pdf](https://rda.ucar.edu/rdadocs/Dataset-Curation-Info_v2.pdf). A comma separated value version of the inventory is available at [https://rda.ucar.edu/rdadocs/Dataset-Curation-Info\\_v2.csv](https://rda.ucar.edu/rdadocs/Dataset-Curation-Info_v2.csv). Include the following fields in the inventories produced for each of the following use cases: RDA dataset ID, Title, Volume, curation level, and alternate repository location information (if applicable)
  - Use Case 1: RDA dataset has a known exact copy hosted at an alternate repository.
    - Dataset Redundancy field complete
    - Dataset Curation Level = 1 -Basic Curation
  - Use Case 2: RDA dataset is directly derived from a dataset hosted at an alternate repository (data values have not been altered).

- Dataset Redundancy field complete
  - Dataset Curation Level = 2 -Enhanced Curation
- Use Case 3: RDA dataset is derived from a dataset hosted at an alternate repository (data values or file level metadata have been changed).
  - Dataset Redundancy field complete
  - Dataset Curation Level = 3 -Data Level Curation
- Use Case 4: RDA datasets where the RDA is the sole custodian
  - Data Redundancy field is empty

### Procedure to wind down RDA services with advance notice

1. Communicate the planned date for cessation of all RDA services to all RDA stakeholders (e.g. RDA data providers and users).
2. Systematically stop all routine dataset updates and any special projects. Set a defined end-date, and post this information on the dataset homepage.
3. Use Case 1: RDA dataset has a known exact copy hosted at an alternate repository.
  - a. Advertise the access location for the alternate repository dataset (e.g. NOAA NCEI) on the relevant RDA dataset landing pages.
  - b. Transfer DOI ownership to the alternate repository.
4. Use Cases 2 and 3: RDA dataset is derived from a dataset hosted at an alternate repository.
  - a. Ask the alternate repository if they will host a copy of the derived RDA dataset.
    - i. If yes, provide a copy of the derived RDA dataset to the alternative repository and advertise the alternate repository dataset access location (e.g. NOAA NCEI) on the relevant RDA dataset landing pages.
  - b. Ask the alternate repository to host a copy of the software and workflow instructions used to create the derived RDA dataset.
    - i. If yes, provide a copy of the software and workflow instructions used to create the derived RDA dataset to the alternate repository and advertise the access location for these resources (e.g. NOAA NCEI) on the relevant RDA dataset landing pages.
  - c. Advertise the access location for the alternate repository native dataset (e.g. NOAA NCEI) on the relevant RDA dataset landing pages.
  - d. Transfer DOI ownership to the alternate repository.
  - e. If the alternate repository says no to the step a or b, move forward with steps c and d and include relevant caveats in the alternate repository location descriptive information on the RDA dataset landing page. Pursue the relevant options described under “Use Case 4” to for the digital resources described in steps a or b.
5. Use Case 4: RDA datasets where the RDA is the sole custodian
  - a. If an agreement is in place with a repository partner to archive a copy of RDA datasets that fall under this category:

- i. Ensure that all datasets are in sync between the RDA and the alternate repository.
    - ii. Advertise the access information for the alternate repository on the relevant dataset landing pages.
    - iii. Transfer DOI ownership to the alternate repository.
  - b. If an agreement is not in place with a repository partner to host a copy of RDA datasets that fall under this category:
    - i. Contact the original data depositor (found in the author/institution information the dataset metadata), if they can be contacted, and request they retake ownership and services related to the dataset before the planned cessation of RDA services is complete.
      - 1. If the original data depositor has or can take possession of a copy of the RDA dataset, and agrees to facilitate access, advertise the access or contact information on the relevant RDA dataset landing pages as soon as possible.
      - 2. Transfer DOI ownership to the alternate repository.
    - ii. If the original data depositor is not able to host a copy of the RDA dataset or does not agree to facilitate access, seek out other repository partners to archive a copy of the RDA dataset.
      - 1. Advertise the access and contact information on the relevant RDA dataset landing pages if an alternate repository agrees to archive a copy of the RDA dataset.
      - 2. Transfer DOI ownership to the alternate repository.
    - iii. If no alternate archive location is found for a RDA dataset
      - 1. Announce the date when access to the dataset will end as part of the RDA services.
      - 2. Publish news announcements that broadly reach the AMS and AGU societies (the main science organizations of RDA data users) about the pending data loss. Request community assistance to prevent data loss. Respond accordingly.
- 6. Notify DataCite (or the relevant DOI maintainer) that the landing pages for all RDA minted DOIs will be taken down as of the planned date for the cessation of RDA services.
  - a. Provide a list of DOIs that need ownership transferred to an alternate repository.
  - b. Provide a list of DOIs that will no longer have a landing page.

In the event that there is little or no advance notice (e.g. less than one month) that cessation of all RDA services will take place, DECS staff will stop all routine dataset maintenance activities and special projects work immediately, and focus on prioritizing and completing as much of the above procedure as possible. Preventing the loss of RDA only datasets composed of irreplaceable earth system observations will be a high priority.