

## **SEDAC Long-Term Archive Board Meeting**

**Thursday, September 8, 2005**

**1:30 p.m. – 4:00 p.m.**

**314 Low Library  
Columbia University**

### **Minutes**

Attendance: Robert S. Chen, Stephen P. Davis, Alexander de Sherbinin (Proxy for Deborah Balk), Robert R. Downs, Kerstin A. Lehnert, Arthur L. Lerner-Lam, David Millman, Sri Vinayagamoorthy.

#### **Introductions and Review of Meeting Minutes**

After introducing themselves, the Board reviewed the draft Minutes from the SEDAC Long-Term Archive Board Meeting of August 30, 2004, and agreed to accept the minutes with minor modifications. Robert Downs will modify the Minutes as approved and post them on the LTA website that is being developed.

#### **Demonstration of Long-Term Archive Website**

The prototype of the SEDAC Long-Term Archive website was reviewed and Board members identified needed corrections for their names and titles. The Board recommended making the website accessible and suggested providing limited accessibility to any confidential information that would be restricted to use only by Members of the Board. The Board also suggested making additional information accessible through the website, such as the approved Minutes of LTA Board Meetings, draft policies and plans, and documentation for nominated data. Robert Downs will request review of the LTA website by the CIESIN Configuration Management Board (CMB) to make the website accessible on the SEDAC beta web server. Board members will send corrections for the website when it is accessible.

#### **Selection Criteria**

The Board recognized the need to change the title from Appraisal Criteria to Selection Criteria. The Board decided that these criteria need to be refined and the process needs to be further defined for the selection of datasets and other digital objects being considered for accession to the LTA. Under Scientific or Historical Value, the Board suggested replacing “peer review” with “citation, research, and educational use”. The Board also recommended replacing “Relevance to SEDAC” with “Relevance to LTA Mission”, and qualifying it with reference to SEDAC in the short term. Stephen Davis volunteered to distribute information about the selection process to the Board members.

#### **Evaluation of SEDAC Data Nominated for Accession to the LTA**

Seven SEDAC datasets (listed in Table 1) were nominated to the Board for accession to the LTA. Each nominated dataset was discussed as well as the relationships among them. The Board reviewed the descriptive information for each dataset and inspected many of

the relevant documents, such as images of signed intellectual property permissions forms and contracts, citations, and metadata contained within the archival information packages (AIP) that had been prepared for the datasets. However, the Board did not choose to select any datasets at this time due to the need for additional information about the datasets and the proposed changes in Selection Criteria.

Table 1. Titles of SEDAC Datasets Nominated for Accession to the LTA

Environmental Treaties and Resource Indicators (ENTRI) - The Update of the Treaty Status Data
HALOPH: A Data Base of Salt Tolerant Plants of the World
Environmental Subset of Collection of Multilateral Conventions at the Fletcher School of Law and Diplomacy
Freedom in the World (1995-1996)
World Resources 1996-97
World Resources 1998-99: A Guide to the Global Environment: Environmental Change and Human Health (Data Tables)
Gridded Population of the World (GPW) Version 1

### **Policies and Procedures**

The Board discussed potential levels of preservation services and dissemination services. In addition, several issues were discussed, including procedures for assessing data integrity, authenticity, ownership, rights and permissions to successors, potential use, support, and potential costs of preservation and dissemination services. The Board identified the need for a collection management policy for the LTA and the need to train the Board on procedures for reviewing nominated datasets. The Board also identified the need to access the nominated data before the meeting when the data is scheduled to be reviewed and for means to record the Board's assessment of authenticity, permissions, and distribution in addition to the historical records about each dataset. Policies being developed for data storage should consider potential operating costs. The Board also recommended that data which has been accessioned and approved for dissemination should be registered on the EDS catalog.

### **Plans for Next Meeting**

The Board decided to meet more frequently to discuss policy and broader issues of digital preservation that were raised during the meeting and which need to be addressed by the Board to effectively manage and operate the LTA. The Board also agreed that it would be informative to invite additional individuals to participate in the next Board meeting to discuss these issues within the broader context of digital preservation efforts taking place at Columbia University. The next Board meeting will be planned for later in the Fall.

The meeting adjourned at 4:15 p.m.

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### **Agenda**

1. Introductions and Discussion of Agenda
2. Review of Minutes from Previous Meeting
3. Demonstration of LTA Website and Appraisal Criteria
4. Evaluation of SEDAC Data Nominated for Accession to the LTA
5. Status of LTA policies and procedures
6. Discussion of broader EI LTA needs
7. Discussion of relevant library digital archiving activities
8. Plans for next meeting