



## **Lessons Learned from the Application of NOAA's "What to Archive" Process**

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A procedure for addressing the complete lifecycle of data was defined by the National Oceanographic and Atmospheric Administration (NOAA) in August 2008. The "NOAA Procedure for Scientific Records Appraisal and Archive Approval" supports US government mandates and directives for records management from the National Archives and Records Administration (NARA) and other US government agencies. This NOAA-wide procedure provides a foundation to identify, appraise, and decide what scientific records are preserved and which are to be disposed and it establishes a formally documented process.

The National Climatic Data Center (NCDC) in Asheville, North Carolina implemented the procedure within our organization and applied it to multiple, diverse data types. Initial applications confirm the procedure's flexibility allowing expeditious decisions for well-documented and established records, as well as supporting complex requests requiring engagement of external record experts. With each successive use, a pattern of activities contributing to the cost, complexity, challenges and management of the process is emerging. Lessons learned from the application of NOAA's "What to Archive" process at NCDC will be presented.