

Archiving Workgroup - Work Plan

Work Plan date:

March 2025

Chair and vice chair:

Ryan Mattke - University of Minnesota Libraries (Chair)

TBD - MN GAC Member (Vice Chair)

Link to committee/workgroup charter:

[Archiving Committee Charter](#)

Work Plan for 2025-2026

Planned activities and deliverables:

Deliverables

1. An operational framework

Actionable policies, best practices, and procedures that can be directly applied by stakeholders to archive geospatial data effectively:

- Define best practices and procedures outlined in the [Archiving Strategy](#) and the [Archiving Implementation](#) reports.
- Recommend tools and content models based on the findings of the [Archiving Pilot](#).
- Prioritize high-value data as identified by the [Priority Datasets Subgroup](#) and the [Archiving Imagery Workgroup](#).
- Formalize agreements and policies for data licensing, deposit, retention, and withdrawal as informed by the [Archiving Agreement](#) template.

2. Community engagement

Promote awareness about the benefits of geospatial data archiving and provide actionable steps for community stakeholders.

- Presentations at the MN GIS/LIS Conference and similar forums to share

progress, lessons learned, and encourage broader participation in archiving efforts.

3. Documentation

Provide oversight and guidance on strategies and activities to ensure intended goals are met, adjusting as needed based on lessons learned.

- Annual updates and reports detailing milestones, challenges, and next steps in implementing the archiving strategy.

Roles and responsibilities:

Estimated time commitment for participants is two to five hours per month (one hour per month for group meeting, one hour per month for group meeting preparation, and up to three hours per month to accomplish the work of the group). Some participants will be needed to work on specific one-time tasks that may be more time consuming.

Resources:

N/A

Committee/workgroup needs:

None at this time

Dependencies and interrelationships:

Image Service Sustainability Committee

- Relationship – imagery layers recommended for retirement would be archived; Archiving Committee would need to work with this group to achieve this goal

Risks:

Risks include a lack of interest or enthusiasm from data producers, technical requirements for possible pilot projects, and possible complications arising from data licenses.

Risk mitigation will include outreach and communication about the goals of the workgroup, planning and collaboration with regards to technology, and a review of the various licenses applied to the data by data producers.

Additional Comments:

None at this time

Date approved by the Geospatial Advisory Council:

March 5, 2025