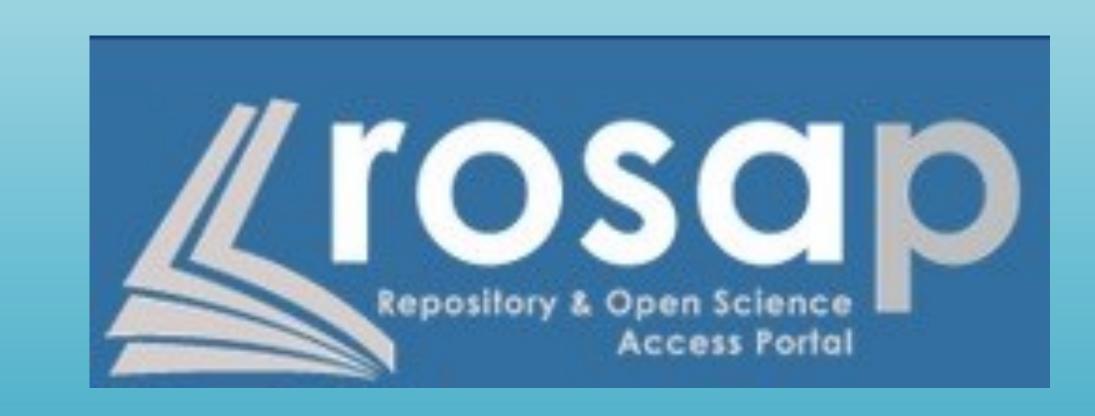
Preparing for a Trustworthiness Assessment of the National Transportation Library's Digital Repository ROSA P



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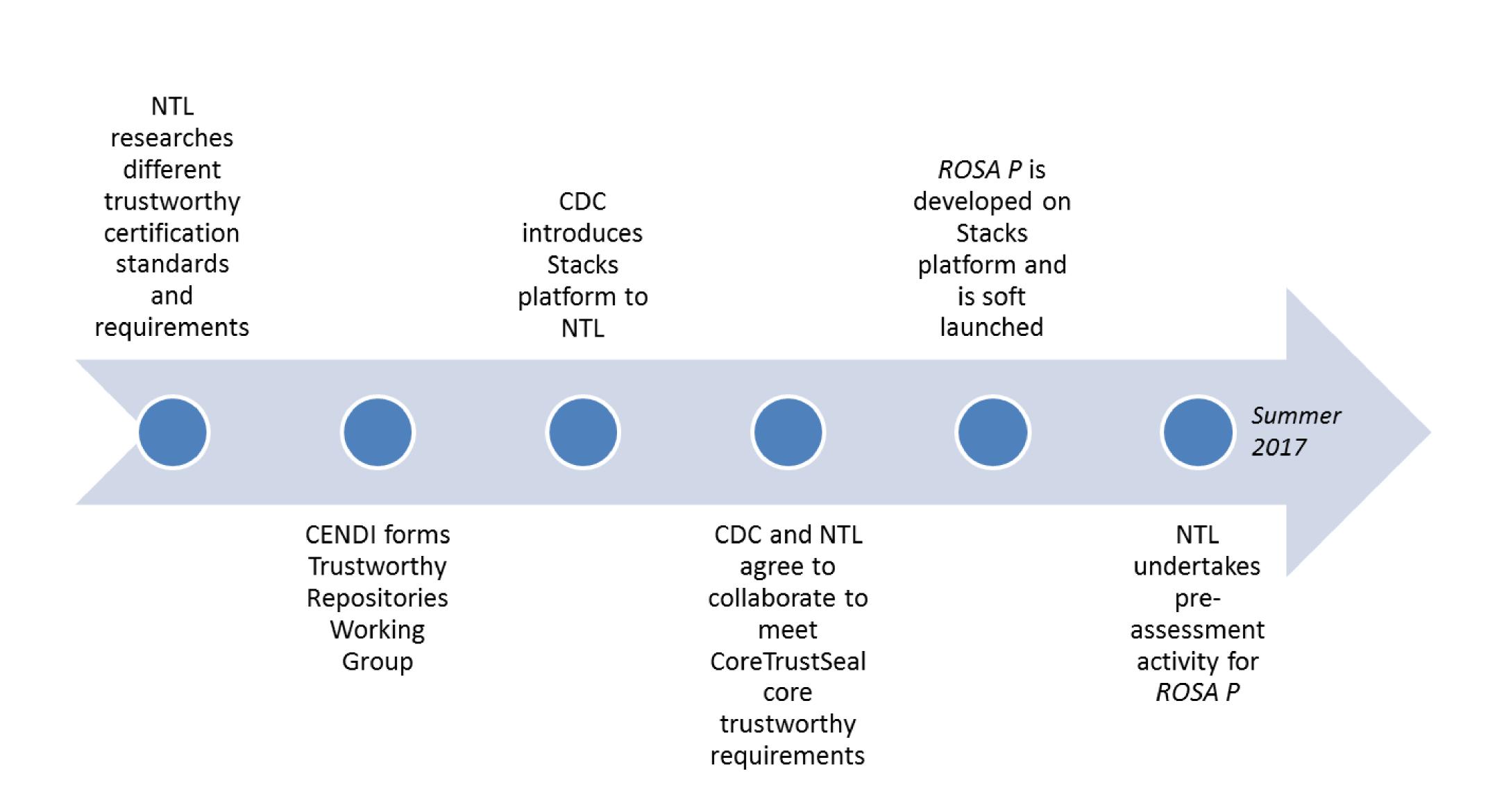


Abstract

The National Transportation Library (NTL) is an all-digital repository of transportation knowledge that falls under federal mandates to "serve as a central clearinghouse for transportation data and information of the Federal Government" as well as "use best practices in digital preservation and search to optimize archiving, dissemination, and search features which will ensure long-term stewardship of the results of federally-funded research."²

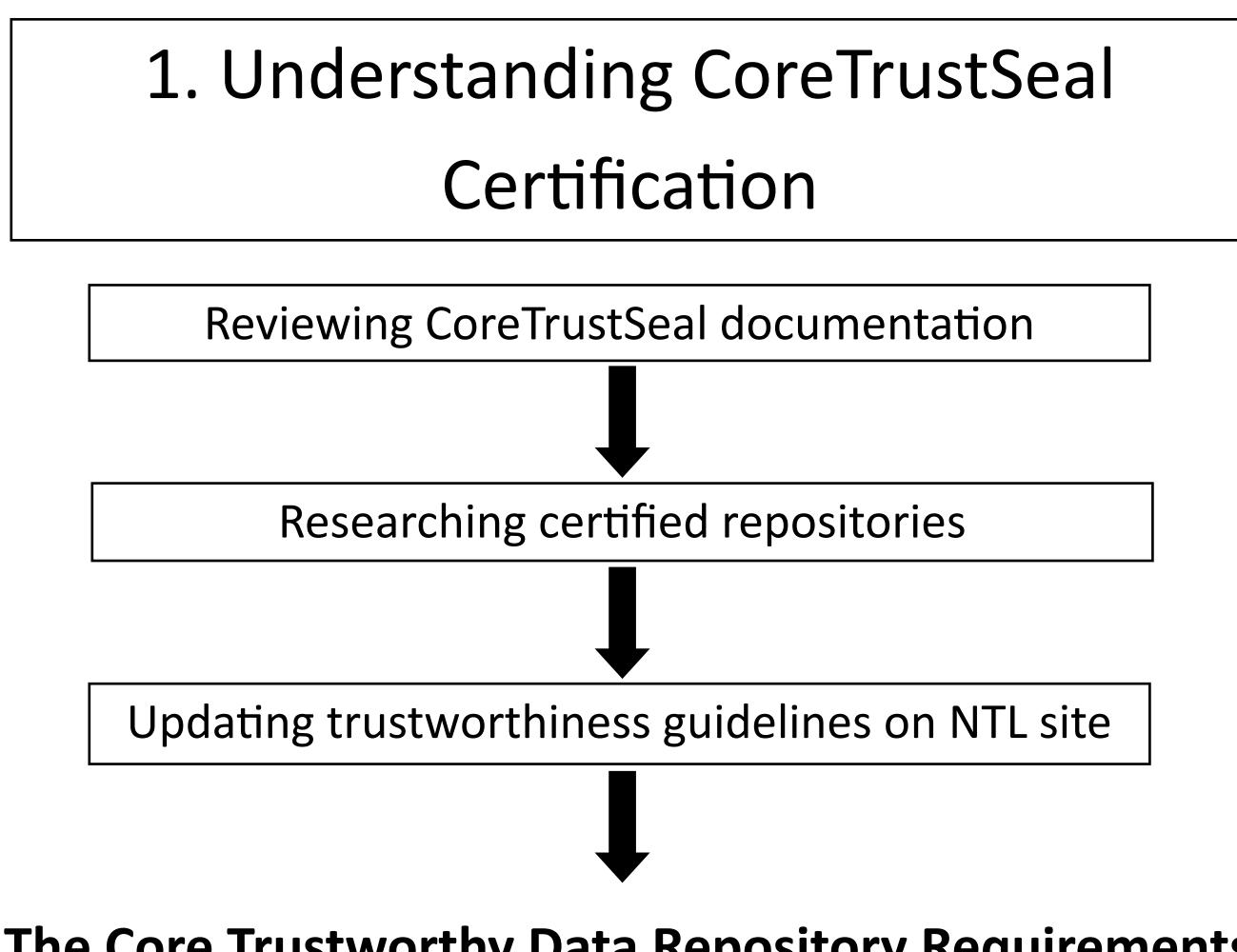
In line with these governing legislation, NTL has committed to maintaining a trustworthy repository that can reliably provide long-term public access to its holdings. This poster documents NTL's process of planning for a self-assessment and peer review of ROSA P against the 16 Core Requirements of Repository Trustworthiness set forth by the CoreTrustSeal.³ A primary component of this process was gathering policy, procedural, and planning documentation to serve as potential evidence of NTL's trustworthiness. Engaging in this task allowed NTL to identify gaps in documentation, which not only benefits the trustworthiness assessment, but more generally, provides NTL with knowledge management guidance by identifying undocumented workflows and tacit knowledge that will need to be captured in the near future.

Background: NTL and Trustworthiness

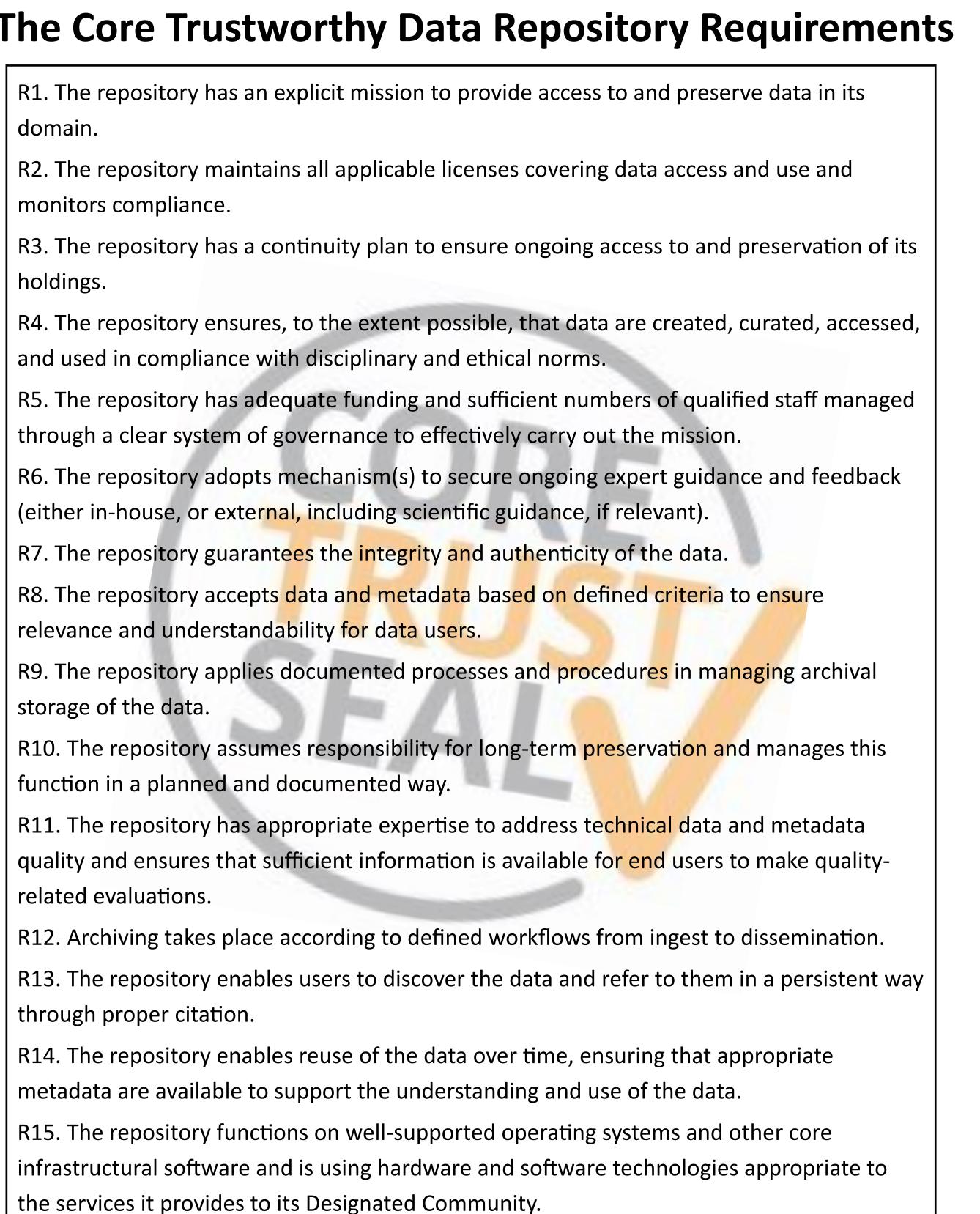


Methodology

Sources



The Core Trustworthy Data Repository Requirements



R16. The technical infrastructure of the repository provides for protection of the facility and

https://www.coretrustseal.org/wp-content/uploads/2017/01/Core_Trustworthy_Data_Repositories_Requirements_01_00.pdf

its data, products, services, and users.

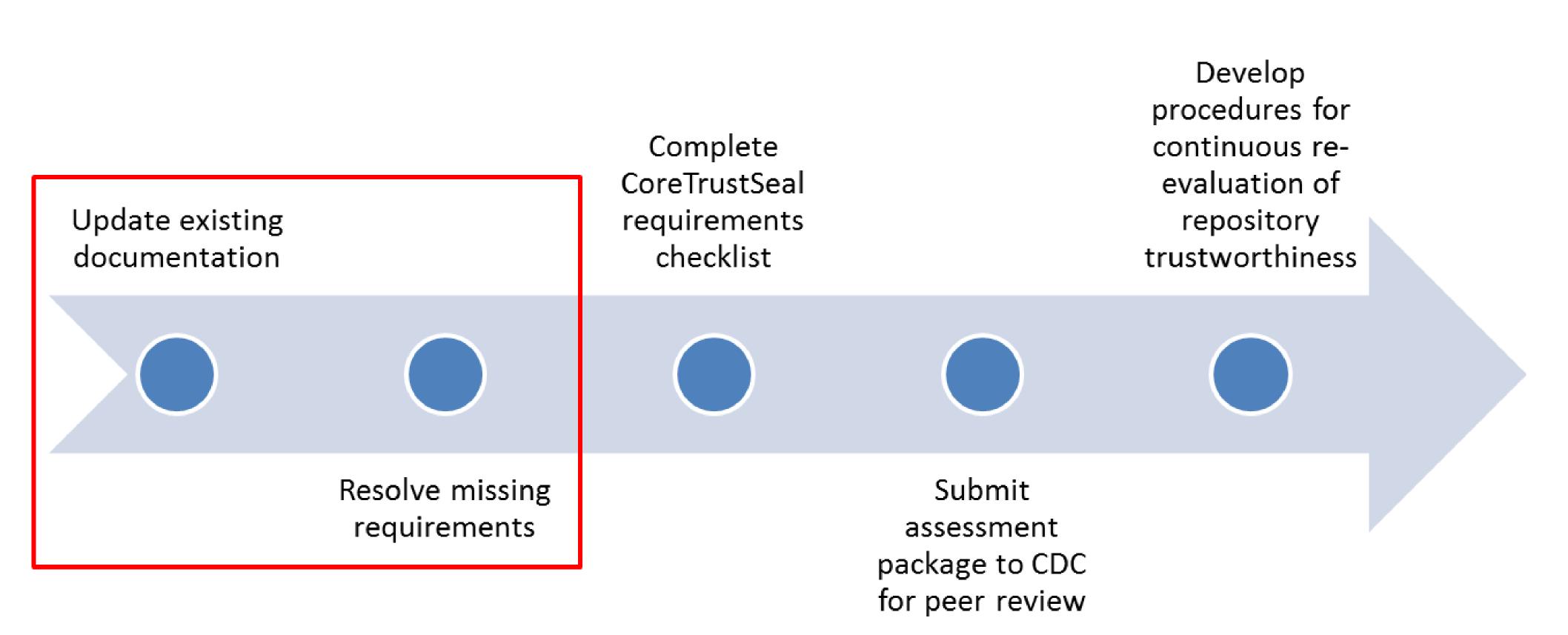
2. Collecting Evidence 3. Analyzing Evidence Tagging evidence with content keywords and requirements NTL Staff Website Identifying gaps in evidence NTL Share-Point Assigning staff to documents for evidence review Document

Document

Policy Documents/Evidence for CoreTrustSeal Self-Assessment (n = 25)

Document Name	Document Location	Content Keywords	Requirements Fulfilled	Document Owner	Document Status	Notes Headquarters (HQ) Library Collection Criteria; still relevant?	Public or Internal?	Ready for Audit?
NTL_Collection_Development_and_Maintenance_Policy_ 2016_v00	http://our.dot.gov/	mission statement collection development	R7; R8	NTL Staff Member	Needs review	More language about checks/reviews of submissions? Clearer about what we do with non-preferred formats? Adding any DMP/dataset-related policy?	Public	No
Policies and Guidelines	https://ntl.bts.gov/ policies/index.html	metadata/cataloging standards	R7; R11; R14	NTL Staff Member	Needs review		Public	No
National Transportation Library Digital Curation Policy	https://ntl.bts.gov/ policies/ digitalcurationpolicy.ht ml	collection development preservation backup technical requirements migration	R7 R9; R14; R15; R16	NTL Staff Member	Needs review		Public	
Section 508	https:// www.transportation.go v/drc/section-508	accessibility	R13	N/A	Not managed by NTL		Public	Yes
Preservation Policy	?	contingency plan risk management	R3; R9; R10	?	Not started?	Any sort of 5-year plan or explanation of our commitment to "permanent access"? Language about the risk of us going out of business, so to speak? Can be added to digital curation policy if that is meant to be our preservation policy? Federal consideration: "The repository supports longterm preservation of its digital assets and complies with established federal document management and retention policies." See DOT Order 1351.28 Records Management		No

Current Progress



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^{1.} National Transportation Library, "About the National Transportation Library," National Transportation Library, accessed July 24, 2017, https:// ntl.bts.gov/about ntl.html

^{2.} U.S. Department of Transportation, "Official DOT Public Access Plan v1.1," Transportation.gov, accessed July 24, 2017, https:// www.transportation.gov/mission/open/official-dot-public-access-plan-v11

^{3.} Since Summer 2017, Data Seal of Approval, along with the ICSU World Data System, has been brought under a new certification organization, CoreTrustSeal, https://www.coretrustseal.org/. The 16 requirements can now be found here: https://www.coretrustseal.org/wp-content/ uploads/2017/01/Core_Trustworthy_Data_Repositories_Requirements_01_00.pdf