

LETTER OF AGREEMENT
Between
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION PACIFIC MARINE
ENVIRONMENTAL LABORATORY (PMEL)
And
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

THIS LETTER OF AGREEMENT (LOA) entered into this 5th day of September 2018, is by and between the Pacific Marine Environmental Laboratory ("PMEL") designated federal research laboratory, of the National Oceanic and Atmospheric Administration ("NOAA") and the National Archives and Records Administration ("NARA"), an independent agency in the executive branch of the United States Government with its headquarters in Washington, DC, with NOAA/PMEL and NARA being referred to as a "party" or collectively as the "parties."

PMEL cites 33 U.S.C. § 883c as programmatic authority, which authorizes NOAA to provide for the orderly collection of geomagnetic data from domestic and foreign sources, and to assure that such data shall be readily available to Government and private agencies and individuals, the National Ocean Survey is designated as the central depository of the United States Government for geomagnetic data, and the Secretary of Commerce is authorized to collect, correlate, and disseminate such data.

NARA maintains and makes available to the public certain historical records and other documentary materials of the U. S. Government in printed, microfilm, microfiche and other formats (the "Archival Materials") at its locations throughout the United States (the "NARA Locations"). 44 U.S.C. Chapters 21, 23.

NOAA is an international leader on scientific and environmental matters, with a mission to understand and predict changes in climate, weather, oceans, and coasts, to share that knowledge and information with others, and to conserve and manage coastal and marine ecosystems and resources. PMEL carries out interdisciplinary scientific investigations in oceanography and atmospheric science with focus on open ocean observations in support of long-term monitoring and prediction of the ocean environment on time scales from minutes to decades.

NOAA/PMEL and NARA agree to cooperate in the digitization of certain materials, specifically full sets of the ship logs and related materials from specific vessels that are permanent, accessioned records in the physical and legal custody of NARA which are open and available to the public, having been screened under NARA's screening guidance.

NOAA/PMEL and NARA agree that each agency shall bear its own costs.

NOAA/PMEL and NARA agree that upon the digitization of the Materials, NOAA/PMEL shall deliver to NARA a copy of the Digital Materials including all metadata, with the intended purpose of making the materials available to the public via NARA's public website as soon thereafter as practicable.

On line or print publications based on this project will credit the *collaborative effort* by using appropriate logos, citations, and acknowledgments as customary in respective fields.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

I. DEFINITIONS

Archival Materials - the permanently valuable holdings of the National Archives of the United States.

Digital Materials - Digital reproductions of selections of the Archival Materials with associated metadata as will be specifically described in each Project Plan.

Project Plan - a document completed by NOAA/PMEL and NARA that lists the Archival Materials that NARA and NOAA/PMEL have agreed to digitize and provides the details about metadata, equipment, format, personnel and other required information for each selection of Archival Materials. NARA provides the template for Project Plans.

II. ACCESS TO ARCHIVAL MATERIALS

NARA agrees to provide NOAA/PMEL with full access to available subsets of Archival Materials to enable NOAA/PMEL to create digital images of them. The parties will cooperate to determine which of the Archival Materials should be designated for digitization and to develop a strategy for a continuous flow of content for digitization. All projects must be mutually agreed to by both parties. As a result of this cooperative consultation, selections of the Archival Material will be identified to be digitized. The nature, location and details about the digitization process for each selection of Archival Materials will be listed in a Project Plan.

III. DIGITIZATION SPECIFICATIONS

A) NOAA/PMEL will produce the Digital Materials at such other specifications as the parties may agree in writing in a Project Plan.

B) NARA and NOAA/PMEL will ensure that sufficient technical and functional metadata is created to meet mutually agreed upon standards. This metadata must, at minimum, reflect the various components of the archival hierarchy down to the file unit level (i.e., folder, or equivalent). The specific nature of this metadata will be agreed upon in the Project Plan.

C) All use of the Archival Materials must take place at the NARA location set forth in the applicable Project Plan. Details of the on-site scanning or other method of digitization, including but not limited to hours during which NOAA/PMEL may have access to the Archival Materials, will be agreed to between the parties in each Project Plan. To ensure public access to these records, NARA reserves the right to interrupt the project for short periods of time to make copies and otherwise provide reference service to the public.

IV. ARCHIVAL HANDLING

NOAA/PMEL will at all times comply with applicable NARA requirements for the handling of the Archival Materials, and NARA will provide training in the proper handling of the Archival Materials. Any digitization equipment to be installed by NOAA/PMEL must be approved by NARA prior to its installation. NARA and NOAA/PMEL will designate points of contact.

V. DELIVERY OF DIGITAL MATERIALS TO NARA

Upon completion of the work specified in a Project Plan, or as otherwise agreed to by the Parties in writing, NOAA/PMEL will deliver one copy of the Digital Materials to NARA, including all the technical and functional metadata, on a portable external hard drive or otherwise as indicated by NARA. The parties agree that the Digital Materials are a work of the United States Government, and the public domain within the United States. Additionally, the Parties waive copyright and related rights in the work worldwide through the CC0 1.0 Universal public domain dedication.

VI. COST

Cost for any access or services provided under this Agreement will be borne by each agency independently. All activities undertaken in this LOA are subject to the availability of appropriated funds.

VII. PUBLIC DOMAIN

A) NARA represents and warrants that to the best of its knowledge: (i) the Archival Materials are in the public domain; (ii) there are no underlying copyright issues related to the dissemination and use of the Archival Materials; (iii) the Archival Materials provided to NOAA/PMEL for digitization have been identified by NARA as having no privacy concerns.

B) NARA and NOAA/PMEL agree that the Digital Materials are in the public domain, and that both parties, and the public, may use the Digital Materials accordingly.

VIII. LOGOS AND CITATIONS.

The parties agree that prior to the use of logos, citations, or other acknowledgement in online or print publications to credit the parties' collaborative effort, the parties will agree in writing on the specific credit to be used.

IX. CONTACTS

The principal contacts under this Agreement are:

Andrew Wilson
Director of Digital Engagement
Office of Innovation
8601 Adelphi Rd.
College Park, MD 20740
Phone: 301-837-0760

Email: andrew.wilson@nara.gov

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Archives I Procession Section
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X. PERIOD OF PERFORMANCE AND TERMINATION

This agreement will become effective when signed by all parties, and in effect for a period of 3 years. Either Party may terminate this agreement by providing 30 days written notice to the other party. In the event this agreement is terminated, each party shall be solely responsible for the payment of any expenses it has incurred.

XI. ENTIRE AGREEMENT, MODIFICATION

This Agreement is the entire agreement of the parties regarding the subject matter set forth herein, provided that nothing in this Agreement will limit any other rights of NOAA/PMEL to access the Archival Materials. The parties agree that any modifications to this Agreement will be made only in writing duly executed by the parties hereto.

XII. OTHER PROVISIONS

Each of the individuals signing this LOA certify that they have legal authority to do so on behalf of their Party. Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, effective as of the last Signature Date provided below.

**NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION**

**NOAA/ Pacific Marine Environmental
Laboratory**

By: 

By: Gary C. Matlock

Name: David S. Ferriero
Title: Archivist of the United States

Name: Gary Matlock
Title: Acting Director, PMEL

Date: 5 August 2018

Date: 8/8/18

**National Oceanic and Atmospheric
Administration (OAR)**

By: 

for Name: David Holst
Title: Chief Financial/Administrative Officer

Date: 8/11/18