

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For The Technical Direction Of The LTPP Program



Program Area:	IMS	Directive Number:	1-58
Date:	May 10, 1999	Supersedes:	NA
Subject:	Disposition of Obsolete or Rejected LTPP IMS Data and Archiving		

This directive implements the guidelines for the handling of obsolete or rejected LTPP IMS data and archival procedures. Data in the LTPP program may become obsolete or rejected due to:

- A new upload
- A total replacement of data
- Implementation of a new protocol
- Rejection of a section from the LTPP Experiment

These guidelines identify the responsibilities for data which is no longer considered current or useful to the program.

Deletion of Data:

Definition:

Deletion of data is the "**permanent removal**" of all specified information from the NIMS and the regional databases.

Procedures:

The disposition of IMS data will be authorized and directed only with approval of the LTPP Program Manager. This approval will be transmitted via an LTPP IMS directive signed by the LTPP Program Manager.

Special Conditions

Obsolescence Due to Metrication:

The metrication process produces "pairs" of tables in the IMS. These tables contain data in (1) U.S. customary units and (2) In Metric. The TSSC is responsible prior to the metrication process of archiving the original (U.S. customary units) tables that are affected by the metrication process. The TSSC will conduct this activity directly from the NIMS. The regions are **“not”** expected to keep or maintain an archived copy of the original (U.S. customary unit) tables.

Archiving of Data:

Definition:

Archiving of LTPP IMS data is defined to be the **“off-line storage of data at the table level.”**

Procedures:

Affected tables in both the IMS and the regional databases must have been identified as having "obsolete" or "rejected" data (as defined by this directive). Copies of both the IMS files and the supporting data will be retained. Archiving of data will be performed as directed by LTPP IMS directive which must have been signed by the LTPP Program Manager granting permission to archive this data. The directive will provide instructions on how to make the copies of the data.

At least three copies of any archived material will exist, one with the TSSC, one with the administrator of the IMS and one for the LTPP HQ's. The media and format for these copies will be identified in the directive.

Copies of the archived material will be provided to FHWA on an annual basis but no later than March 1 to cover material archived during the previous calendar year.

Special Conditions:

IMS Release Archives:

The exception to this standard of being "obsolete" or "rejected" will be the IMS release archives. Archiving the IMS is the responsibility of the TSSC. IMS archives are made from the release database. Only the initial version of a release database (i.e. 1.0, 2.0 and so forth) will be archived. All other versions of the release database will be kept in accordance with specified backup procedures. Release database archives may be destroyed three years after creation.

IMS archives will be kept on CD-ROM. Archiving IMS data in ASCII fixed column format is

preferred. Data archived in other formats must be accompanied by the software necessary to either read the data or transform the data into ASCII format. All archived data will be accompanied by copies of the data dictionary, codes list, schema, QC checks, and data collection protocols as applicable.

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