# Detailed Archiving Checklist

- ❏ Contact the applicable PDS Discipline Node to inform them of funding and begin scheduling your archiving effort.
- ❏ Provide information about your data to PDS – Types of data, processing levels, supporting products.
- ❏ Work with the PDS on developing XML Label Templates for your bundle(s).
- ❏ Bundle hierarchy structure decided – Layout of the Bundle-Collection-Product structure allows creation of bundle-specific Logical Identifiers (LIDs).
- ❏ Create the bundle – Use label templates together with decided structure to create your complete bundle.
- ❏ Complete Documentation – Adequate documentation shall be included in the bundle.
- ❏ Iterate with PDS until your bundle can pass validation.
- ❏ Provide a list of potential reviewers to the relevant Node for your peer review.
- ❏ PDS solicits reviewers for the Peer Review.
- ❏ PDS conducts the Peer Review online and receives/collates reviews.
- ❏ Concluding telecon presents results of the Peer Review to Data Provider(s) and determines schedule for any Lien Resolution.
- ❏ Lien Resolution and Validation – Once lien resolution is complete, reviewers are satisfied and validation is complete the data are accepted into the archive.
- ❏ Data Harvest and Registration – PDS pushes the newly certified bundle to the PDS Central Registry to be discoverable across the PDS.
- ❏ PDS creates a landing webpage for distribution of the bundle.
- ❏ PDS advertises/announces new bundles in PEN and/or other appropriate planetary science newsletters.