**Clean up of Oceanographic Cruise files in Room 1246.**

**December 22, 2016 – Joe Linguanti**

The goal was to reduce redundancy in the paper records concerning the cruise files and remove any records that were not required anymore. Note that the cabinets containing the mooring and Melling files were not looked at.

There were three phases suggested to achieve the goal.

* Consolidate all the cruise information from the Ocean Physics (OP) and Ocean Chemistry (OC) Divisions into one file per cruise.
* Match up the cruise numbers in the cabinets with the cruise numbers in the Ocean Science Division’s Cruise data Archive (OSDCDA).
* Go through each folder looking for and removing redundant materials keeping original logs and analysis records.

1. **Consolidate all the cruise information from the Ocean Physics and Ocean Chemistry Divisions into one file per cruise.**

File cabinets 1, 12, 21, 22 and crate 1 contained OC files. Where possible the OC cruise IDs were matched with the OP cruise IDs. When matches were found all duplicate records were discarded and the remaining OC paper records were added to the OP cruise file. OC cruises that had no matches were noted in the Cabinets.XLS spreadsheet and further follow up was recommended.

This first step was completed in the fall and winter of 2015/2016.

1. **Match up the cruise numbers in the cabinets with the cruise numbers in the Ocean Science Division’s Cruise data Archive (OSDCDA).**

This step was done in conjunction with step 3. Very few discrepancies were found. These were noted in **RED** in the MasterCruiseList.xlsm spreadsheet file.

1. **Go through each folder looking for and removing redundant materials keeping original logs and analysis records.**

Each cruise file was checked against the MasterCruiseList.xls file and if not found a new cruise record was entered in the MasterCruiseList.xls file and noted as such. Also the cruise file was checked for redundant material. Although not complete, the following are examples of the type of paper records that were kept and discarded.

Records kept

* Planning and end-of-cruise reports, original logs and analysis reports including, daily log books, bridge logs, deck sheets, rosette logs, deployment logs and water chemistry analysis records (salinity, oxygen, nutrients, etc...)
* Primary level documentation to do with data acquisition and processing, this includes all material used to assess data quality and determine calibrations (data corrections).

Records discarded

* Secondary level documentation to do with processing, this includes plots, computer listings and intermediate processing results that could be reproduced if necessary.
* All material that can be regenerated from the digital archives.
* Many staff were involved in the collection, sample analysis and processing of data, and have added logs, analysis sheets and a wide variety of reports to the files. There were often photocopies of logs and duplicates of reports. All duplicates were discarded

For each cruise the paper records were stored in a pocket file which was placed in hanging folder. The tags on the hanging folders were all labelled using a consistent 4 character year and 2 character cruise ID. Some cruises records required 2 or more hanging folders in which case successive folders were labelled with a unique number and an indication of how many folders belonged to that specific cruise.

**Consolidation of Linda White’s Nutrient Paper Records**

Linda White placed the nutrient analysis paper files that she had in her office into cabinet 30 the Ocean Science Division’s Data Room 1246 on October 2016. In December 2016 I consolidated the paper files with the corresponding cruise files in room 1246.

Most of the nutrient files contained three types of records;

1. Daily Nutrient Analysis Logs
2. Chromatograms (paper graphs)
3. Printouts of the .ANZ electronic files

The daily nutrient analysis logs were kept as they contained important had written information about the analysis. The chromatograms, which are paper plots of the analysis results from the auto-analyzer, were discarded unless the corresponding printout of the .ANZ file was not included in the file. The .ANZ files are the processed data where the standard concentrations are used to calculate the nutrient concentrations. The .ANZ file is created from the .AAZ electronic file which contains the raw data (the peaks and valleys recorded on paper plots by the nutrient auto-analyzer). The printouts of the .ANZ electronic files were kept since many of the printouts did not match exactly the electronic files in the Arctic or Climate\_Chemistry shares. **If the .ANZ files that match the printouts are found, then the printouts can be discarded.**

Some of the nutrient files belonged to a cruise that was not yet in the on-line Ocean Sciences Divisions Data Archive. Many of these files contained copies of the Rosette logs to help with matching up the nutrient samples to the appropriate depths. **Once the samples have been reconciled then the rosette log sheets can be discarded.**

Linda provided a spreadsheet file containing information on the nutrient analysis that she did. Each row corresponded to a cruise that collected the nutrient samples, including the location of the paper and electronic files. I added an additional column to indicate, with a YES, that the nutrient paper records are included in the cruise file. Blank cells mean that there wasn’t sufficient information to determine the cruise ID for that particular analysis.

Linda also put her Lab Log Books in Cabinet 30. These books still remain in Cabinet 30 drawer