



Updating References in DataStore 4.0

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Summary

This informational document provides instructions on actions required when editing or updating a DataStore reference created prior to DataStore Version 4.0.

Change Log

Revision Date	Author	Changes Made	Reason for Change	Release	New Version #
2025-12-11	W. Thorsdatter	Added info for previously activated references, minor edits	New order of operations	4.0	1.1
2025-06-03	W. Thorsdatter	Fixed url hyperlinks	Broken link in previous vresion	4.0	1.2

Introduction

The release of DataStore 4.0 in December 2025 is introducing sweeping changes to the permissions tab and the way sensitive data is managed in DataStore. As a result, any references created prior to the 4.0 release may need to be updated if that record is opened for edits or updates. Additionally, DataStore is encouraging active curation of any sensitive or internal references to align older references with new requirements.

Following the directions outlined below will minimize errors when reactivating references after edits are made.

For all References

Several improvements have been made to DataStore leading up to and including release 4.0. The following information should be updated in all references when they are edited or updated.

By or for NPS—This option appears on the core tab and is critical information for many downstream processes, such as moving references to Data.gov. By or for NPS indicates whether a product originated within the National Park Service, or from another entity. Generally, a file is considered produced 'By or for the NPS' if it was created by the National Park Service or by a cooperator with NPS funding. For example, an article in a scientific journal that was published by a university with non-NPS funds that mentions resources in a park is **not** considered by or for the NPS. Amphibian data collected by the USGS in a funding partnership with the NPS is considered by or for the NPS. If you're unsure of the origin of your files, talk to your supervisor or email NRSS_DataStore@nps.gov. Check yes or no on this option before reactivating your reference.

Producing Unit—The producing unit is a relatively new feature in DataStore. It recognizes the NPS units or divisions that create products, and this may be different from the units mentioned within the content. For example, a report published by an Inventory and Monitoring Network (producing unit) about water resources in several parks (content units). The producing unit also appears on the Controlled Unclassified Information (CUI) banner if the files are deemed sensitive. The producing unit is not required to reactivate a reference but is important for future DataStore improvements and CUI consistency, and we encourage users to verify and update this information.

Start Date—A start date is now required for Projects and will need to be set before these references can be reactivated.

If your Reference is 'Internal'

Reference Access Level—This is on the permissions tab. If you are editing an existing reference with a profile page set to internal that does NOT contain a digital file, you are required to:

- Check the reference and ensure that it doesn't contain any sensitive information.
- On the permissions tab, change the 'Reference Access level' to 'Open / Public.'
- Also on the permissions tab, change the File Access Level to 'Open / Public' if it is marked as Internal or Specific Individuals. File access should not be limited if there are no files.
- If you have Files attached that are restricted, continue to the next section 'If your Reference Contains Restricted Files.'
- If you do not have any files to attach, click activate.
- If you do not have files attached and have completed the steps as outlined and still receive an error message, or are unable to activate your reference, try saving the reference before activating.
- If you are still unable to activate your reference contact the [DataStore team](#) for assistance.

If your Reference Contains Restricted Files

DataStore 4.0 introduces a revised process to restrict access to files based on government-wide [NARA CUI](#) framework and additional legal authorities as they are identified. References created prior to 4.0 with file access limited to Internal or Specific Users will need to be updated.

During the migration of permissions and sensitive information, on the permissions tab, a default (and temporary) legal authority titled 'For Internal Use Only' was added in the 'Legal Authority' field. The 'Justification' field contains a disclaimer and migrated information from the old permissions tab, such as Copyright (Figure 1). If there is not a legal authority to continue restricting access, the File Access option should be changed to 'Open / Public.' If there is legal authority, please follow the steps outlined below. **Once the proper legal authority is selected**

and the record is saved, the migrated information in the 'Justification' box is no longer necessary, and this field will no longer appear.

Note: If there is migrated information in the justification or additional constraints fields:

- File Sensitivity aligns with any previous sensitivity designation (Not Sensitive, Operations, Unknown, or Sensitive).
- Usage relates to any Copyright designations (None, Unknown, Proprietary/Copyrighted), and
- Sensitivity Qualifiers maps to any sensitivity checkboxes selected such as Rare, Endangered, Caves, etc.
- References that did not have files were not assigned a default legal authority, and the migrated information appears in the 'Additional Constraints' field.
- Quality information is no longer collected and was not migrated to the updated user interface. This information is retained in the database if you need it.

The screenshot shows a web form titled "What is the legal authority for protection?". It includes a dropdown menu for "Select the legal authorities that apply" and a table with columns for "Marking" and "Legal Authority (drag and drop to change order)". The table contains one row with "Other" in the Marking column and "Internal Use Only" in the Legal Authority column. Below the table, a message states: "This material needs to be evaluated for potential CUI. Materials in this category are restricted from full and open access but may need to be provided to the public upon request." At the bottom, there is a "Justification" section with a text area containing the following text: "This material contains information categorized as sensitive within DataStore prior to alignment with the government-wide CUI framework, or as justified under another legal authority. Materials in this category remain restricted from full and open access until validated by NPS. File Sensitivity: Permission to Distribute Internally to All Staff | Usage: Unknown | Sensitivity Qualifiers: None".

Figure 1. Sample default values for references that have grandfathered restricted file access.

To update references that contain sensitive files, follow these steps:

- Make sure you have completed the steps in the previous section ('If your Reference is Internal').
- If you select Internal File Access (Figure 2), you are required to select at least one legal authority. You must provide a contact name for the person making the decision to restrict file access. This name is only available to DataStore administrators and is not made available to the public. You must also provide an @nps email address for users

requesting access to the files. This can be an individual email address or a more generic mailbox. It does need to be an email that is monitored regularly.

- The additional constraints field is for user notes and is not a required field.

The screenshot shows a web form titled "File Access Level" with a help icon and a red asterisk. It contains several sections: "Who can access the file(s)?" with three radio button options (Open / Public, Internal (all employees and credentialed contractors / cooperators), and Specific Individuals), where "Internal" is selected; "What is the legal authority for protection?" with a dropdown menu showing "CUI//SP-NPSR" and "National Park System Resources"; "Who is the NPS point of contact (and email) for this restriction?" with a note that the information is for future questions and that any email ending in nps.gov is acceptable; "Point of Contact (This is kept internal)" with a text field containing "I. M. Groot"; "NPS email (This is shared publicly)" with a text field containing "imgroot@nps.gov"; and "Additional Use Constraints" with a large empty text area.

File Access Level ⓘ *

Who can access the file(s)?

☐ Open / Public

☒ Internal (all employees and credentialed contractors / cooperators)

☐ Specific Individuals

What is the legal authority for protection?

Select the legal authorities that apply

	Marking	Legal Authority (drag and drop to change order)
+	×	CUI//SP-NPSR National Park System Resources

Who is the NPS point of contact (and email) for this restriction? *

ⓘ This information will be used if there are future questions about these restrictions. Any individual or group email ending in nps.gov is acceptable.

Point of Contact (This is kept internal) *

I. M. Groot

NPS email (This is shared publicly) *

imgroot@nps.gov

Additional Use Constraints

Figure 2. File Access Level options with 'Internal' selected.

Appendix A contains **draft** detailed information about the legal authorities provided in the dropdown selection, and every effort was made to cover all existing scenarios.

- If you have a legal authority that is not listed in the dropdown, select 'Other / User Defined Authority.' With this selection, two additional fields will appear. Fill in the name of your custom legal authority, and the justification for that authority (Figure 3). These custom authorities will be monitored and added to the existing dropdown list when appropriate. Creative use of the 'custom authority' selection to limit file access when legal authority doesn't exist is discouraged.

What is the legal authority for protection?

Select the legal authorities that apply

	Marking	Legal Authority (drag and drop to change order)	
	X CUI//SP-NPSR	National Park System Resources	^ v
	X Other	User Defined Authority	^ v

User Defined Authority *

Other Authority *

Hawkins Lab

Justification *

Portal locations to the upside down should not be revealed.

Who is the NPS point of contact (and email) for this restriction? *

Point of Contact (This is kept internal) *

Henry Creel

NPS email (This is shared publicly) *

henry_creel@nps.gov

Figure 3. File Access Level options with 'Other Authority' selected.

- The final step is to remove the 'For internal use only' legal authority by clicking the 'x' to the left of the authority name (Figure 4).

What is the legal authority for protection?

Select the legal authorities that apply

	Marking	Legal Authority (drag and drop to change order)	
	X Other	For Internal Use Only	^ v
This material needs to be evaluated for potential CUI. Materials in this category are restricted from full and open access but may need to be provided to the public upon request.			
	X CUI//CRIT	Critical Infrastructure: General Critical Infrastructure Information	^ v

Figure 4. Location of icon to delete the 'For internal use only' legal authority.

If you have completed the steps as outlined and still receive an error message, or are unable to activate your reference, please contact the DataStore team NRSS_DataStore@nps.gov for assistance.

If your Reference was Previously Activated

If you are updating a reference that was previously activated without digital files, and you're ready to add digital files to the reference, a specific order of operations is required.

- First, determine whether the files require limited access, and if so, ensure you have all the required legal authority and contact information.
- Go to the permissions tab and change the File Access Level to 'Internal.' Save the reference.

- You may now upload digital files.
- If you upload digital files and save the reference or set it to draft **without** changing the File Access Level, you will need an admin's help. Contact the DataStore team NRSS_DataStore@nps.gov for assistance.
- Note, if a reference was previously activated as Public and had digital files attached, you will not be able to change the File Access Level. Digital files that have been made Public cannot be changed to Internal. In this situation, you can version the reference and make the new version internal with the proper information.

If you find references containing sensitive information that were mistakenly activated as public, there is a process to address this. Contact the DataStore team at NRSS_DataStore@nps.gov for assistance.

Additional Information

In DataStore, sensitivity and permissions settings play an important role in protecting resources while permitting public access. This section provides guidance for DataStore users to make informed decisions about their resource availability. Several features have been added to DataStore to enable compliance with the [Open Government Data Act of 2018](#). DataStore now interacts with [Data.gov](#) to provide additional public access to National Park Service documents.

Reference Editors

Reference editors (previously called reference owners) are given full access to edit the reference. The reference creator is a reference editor by default. You should provide access to at least one other person. To add a reference editor, while in Edit mode, Click the 'Add' button and select NPS Individual (for anyone with an @nps.gov email) or DOI Partner (for approved DOI partners). Reference editors must be NPS staff or approved DOI partners, external partners cannot be utilized here. Begin typing the person's name and select the user from the drop-down menu. Click 'Add' and then close.

Reference Access Level

Reference access determines who can see the profile information. **Public** allows the reference profile to be viewed by everyone and is the default setting. The **Internal** setting allowed NPS staff and partners to view the profile but has been deprecated in release 4.0. **In all cases**, the Reference Access Level should be set to **Public**. It is up to the reference creator or editor to make sure there is no sensitive information in the reference profile.

File Access Level

File access applies to all digital files in the reference. **Open/Public** allows the files to be seen and downloaded by all users. **Internal** allowed the files to be seen and downloaded by internal NPS staff and credentialed contractors and partners. **Specific Individuals** allows you to assign access to internal users individually. Data.gov will only harvest records designated as Public.

Legal Authority

The legal authority section provides more information about the sensitivity of digital files. If you select **Internal** or **Specific Individuals**, additional fields will appear. Before limiting access to files, if you're not already familiar with the legal authorities that apply to your files, you can read about the most common legal authorities for withholding content in the links provided in Table 1.

Table 1. Accepted legal authorities for withholding records. Labels and markings are used to populate the CUI banner displayed on the reference profile page.

Type	Label	Marking	Detail	Information
CUI	National Park System Resources	CUI//SP-NPSR	This material contains information concerning the nature and specific location of a National Park System resource that is endangered, threatened, rare, or commercially valuable, of mineral or paleontological objects within System units, or of objects of cultural patrimony within System units.	https://www.archives.gov/cui/registry/category-detail/national-park-system-resources#authority-list
CUI	Archeological Resources	CUI//ARCHR	This material contains information related to information about the nature and location of any archaeological resource for which the excavation or removal requires a permit or other permission.	https://www.archives.gov/cui/registry/category-detail/archaeological-resources#authority-list
CUI	Historical Properties	CUI//SP-HISTP	This material contains information related to the location, character, or ownership of historic property.	https://www.archives.gov/cui/registry/category-detail/historic-properties#authority-list
Other	Cave Resources	Cave Resources	This material contains information concerning the specific location of any significant cave and its release is prohibited under the Federal Cave Resources Protection Act of 1988.	https://www.congress.gov/bill/100th-congress/house-bill/1975
Other	Paleontological Resources	Paleontological Resources	This material contains information concerning the nature and specific location of a paleontological resource which are exempt from disclosure under section 552 of title 5 and any other law unless the Secretary determines that disclosure would (1) further the purposes of this chapter; (2) not create risk of harm to or theft or destruction of the resource or the site containing the resource; and (3) be in accordance with other applicable laws.	https://www.federalregister.gov/documents/2022/08/02/2022-16405/paleontological-resources-preservation
Other	Copyrighted	Copyrighted	This material contains copyrighted information, granting the creator exclusive rights to their work, including the ability to reproduce, distribute, and adapt it.	https://www.copyright.gov/what-is-copyright/

Type	Label	Marking	Detail	Information
CUI	Information Systems Vulnerability Information	CUI//ISVI	This material contains information related to information that if not protected, could result in adverse effects to information systems. Information system means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.	https://www.archives.gov/cui/registry/category-detail/info-systems-vulnerability-info.html
CUI	Personnel Records	CUI//PERS	This material contains information related to the employees of federal agencies.	https://www.archives.gov/cui/registry/category-detail/personnel-records#authority-list
CUI	General Privacy	CUI//PRVCY	This material contains personal information, or, in some cases, "personally identifiable information," as defined in OMB M-17-12, or "means of identification" as defined in 18 USC 1028(d)(7).	https://www.archives.gov/cui/registry/category-detail/privacy.html#authority-list
Other	Non-NPS Proprietary Data	Non-NPS Proprietary Data	This material contains information not wholly owned by the National Park Service and cannot be released to the public without permission from data owner(s).	–
Other	Tribal Data Sovereignty	Tribal Data Sovereignty	This material contains information not wholly owned by the National Park Service and cannot be released to the public without permission from data owner(s). Includes data that may be owned in whole or in part by indigenous nations (sovereign data).	–
Other	For Internal Use Only	Other	This material needs to be evaluated for potential CUI. Materials in this category are restricted from full and open access but may need to be provided to the public upon request.	–
CUI	Critical Infrastructure: General Critical Infrastructure Information	CUI//CRIT	This material contains information related to systems and assets, whether physical or virtual, so vital that the incapacity or destruction of such may have a debilitating impact on the security, economy, public health or safety, environment, or any combination of these matters, across any Federal, State, regional, territorial, or local jurisdiction.	https://www.archives.gov/cui/registry/category-detail/critical-infrastructure.html

Type	Label	Marking	Detail	Information
CUI	Critical Infrastructure: Emergency Management	CUI//EMGT	This material contains information related to information concerning the continuity of executive branch operations during all-hazards emergencies or other situations that may disrupt normal operations.	https://www.archives.gov/cui/registry/category-detail/emergency-mgmt.html
CUI	Financial: Budget	CUI//SP-BUDG	This material contains information related to information concerning the federal budget, including authorizations and estimates of income and expenditures.	https://www.archives.gov/cui/registry/category-detail/budget
CUI	Law Enforcement Communication	CUI//LCOMM	This material contains information related to the contents of any wire, oral, or electronic communication.	https://www.archives.gov/cui/registry/category-detail/communications
CUI	Controlled Substance	CU//SP-SUB	This material contains information obtained by the Drug Enforcement Administration (DEA) or in DEA investigative reports related to controlled substances.	https://www.archives.gov/cui/registry/category-detail/controlled-substances
CUI	Criminal History Record Information	CUI//SP-CHRI	This material is related to information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release.	https://www.archives.gov/cui/registry/category-detail/criminal-history-records-info
CUI	General Law Enforcement	CUI//LEI	This material contains information related to techniques and procedures for law enforcement operations, investigations, prosecutions, or enforcement actions.	https://www.archives.gov/cui/registry/category-detail/general-law-enforcement
CUI	Investigation	CUI//INV	This material contains information related to information obtained during the course of a law enforcement investigation or action, civil or criminal.	https://www.archives.gov/cui/registry/category-detail/investigation
CUI	Terrorist Screening	CUI//LSCRN	This material contains information related to information gathering and analysis concerning possible threats or acts of a destructive nature.	https://www.archives.gov/cui/registry/category-detail/terrorist-screening

Type	Label	Marking	Detail	Information
CUI	Whistleblower Identity	CUI//WHSTL	This material contains the identity of persons providing information relating to a legal violation or illicit or unsafe activity, including information provided by a whistleblower which could reasonably be expected to reveal the identity of a whistleblower.	https://www.archives.gov/cui/registry/category-detail/whistleblower-identity
CUI	Legal: Administrative Proceedings	CUI//ADPO	Information related to proceedings in judicial or quasi-judicial settings.	https://www.archives.gov/cui/registry/category-detail/legal-admin-procedures.html
CUI	Legal: Victim	CUI//LVIC	Information requiring protection of the name or other details that may identify one who was the victim of a crime.	https://www.archives.gov/cui/registry/category-detail/victim
CUI	Privacy: Health Information	CUI//HLTH	As per 42 USC 1320d(4), "health information" means any information, whether oral or recorded in any form or medium, that (A) is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (B) relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual.	https://www.archives.gov/cui/registry/category-detail/health-info
CUI	General Procurement and Acquisition	CUI//SP-PROCURE	Material and information relating to, or associated with, the acquisition and procurement of goods and services, including but not limited to, cost or pricing data, contract information, indirect costs and direct labor rates.	https://www.archives.gov/cui/registry/category-detail/procurement-acquisition.html
CUI	Procurement and Acquisition: Source Selection	CUI//SSEL	Per FAR 2.101: any of the following information that is prepared for use by an agency for the purpose of evaluating a bid or proposal to enter into an agency procurement contract, if that information has not been previously made available to the public or disclosed publicly: (Items 1-10).	https://www.archives.gov/cui/registry/category-detail/source-selection

Type	Label	Marking	Detail	Information
CUI	General Proprietary Business Information	CUI//PROPIN	Material and information relating to, or associated with, a company's products, business, or activities, including but not limited to financial information; data or statements; trade secrets; product research and development; existing and future product designs and performance specifications.	https://www.archives.gov/cui/registry/category-detail/proprietary-business-info.html
CUI	Legal: Legal Privilege	CUI//PRIVILEGE	This material contains information considered to be work-product privilege, attorney-client privilege, governmental privilege, or other privilege recognized under Federal, State, or foreign law, where (1) "attorney-client privilege" means the protection that applicable law provides for confidential attorney-client communications, and (2) "work-product protection" means the protection that applicable law provides for tangible material (or its intangible equivalent) prepared in anticipation of litigation or for trial.	https://www.archives.gov/cui/registry/category-detail/legal-privilege.html#authority-list
Other	Wells	Wells	Freedom of Information Act Exemption #9. This material includes geological or geophysical information and data, including maps, concerning wells.	https://www.foia.gov
Other	User Defined Authority	Other	This material needs to be evaluated for potential CUI. Materials in this category are restricted from full and open access but may need to be provided to the public upon request.	–