



Keck Observatory Archive (KOA) Data Release Policy

1. The default proprietary period for all data is 18 months from the date of observation.
2. Non-default proprietary options which may be requested (along with a science-based justification) include the following:
 - 2.1. A period lesser or greater than 18 months for any given observing night allocated within a semester.
 - 2.2. Separate proprietary periods for the individual HIRES CCDs. These periods may each be either the default 18 months or a different period.
 - 2.3. All periods are specified with respect to the date of observation.
3. If a non-default proprietary period is desired, the following procedure must be followed:
 - 3.1. The PI must submit to the TAC, along with the observing proposal, the requested non-default proprietary options for each observing night requested. The non-default proprietary options must be justified on the basis of the science investigation.
 - 3.2. Each institution contributing to the KOA (Caltech, Univ. of California, NASA, Univ. of Hawaii, Gemini, NOAO) will select one person to act as a “selecting official” for final approval of changes to the default proprietary period.
 - 3.3. If recommended by the TAC and approved by the selecting official, the following information will be submitted by the selecting official to KOA at the time of selection:
 - 3.3.1. Proposal ID
 - 3.3.2. Proprietary period per assigned night
 - 3.3.3. Proprietary period per HIRES CCD
 - 3.4. KOA will place the release date for each data set in the metadata associated with the data set at the time of data ingest.
 - 3.5. In the absence of any specific proprietary request associated with an observing proposal, KOA will assign to the data from all three CCDs a release date corresponding to the default proprietary period of 18 months from the date of observation.
 - 3.6. Upon the first release of any science data within a night or program, all of the calibration files for that program also become public.
4. This procedure applies to each semester in which a non-default proprietary option is requested. Data acquired in separate observing semesters require separate non-default proprietary option requests, with the associated scientific justification.