



About ServCat

With the Service Catalog (ServCat) application, the U.S. Fish and Wildlife Service (USFWS) preserves knowledge every day, protecting information resources that could be lost or unrecognized at the bottom of filing cabinets, the ashes of a fire, or in the depths of a flood. ServCat is a valuable resource for all FWS employees in preserving and discovering a variety of information. Since December 2011, the USFWS National Wildlife Refuge System (NWRS) started using ServCat as a master repository to manage all types of information used to inform resource management decisions. Today, a number of ECOS applications are beginning to integrate with ServCat, and multiple programs and branches (e.g., Species Status Assessments (SSA), the Transportation Branch, Western Golden Eagle Team) have adopted it as their repository.

1 Purpose

First, and foremost, ServCat is intended to make the your job easier by ensuring that you have an easy way to store and manage information for the long term as well as being able to access information posted by others.

As our agency and responsibilities grow, we are at risk of losing agency reports and datasets left on computers, stored on local servers, in a file cabinet, when not managed properly or in the event of a natural disaster. Loss of this information is a travesty for a number of reasons:

- **Negatively impact effective decision making** – As staff retire or move on, we lose the historical information that is critical when making effective resource decisions and may result in redoing work or studies.
- **The value of final products is at least equal to the value of the entire effort** – Take into account, the total costs (staff time, contractor time, materials, lab work, and overhead) associated with any project. Legacy products and historical information, tack on an additional value for annual appreciation.

Utilizing ServCat will:

- **Maintain Institutional Knowledge** – ServCat is a place we can preserve and access the information from all FWS staff – past, present, and future.
- **Increase Accountability** – As public employees, we have a responsibility to steward our resources (both natural and informational) well. ServCat can help us share our achievements, both internally and to the public.

2 ServCat Functionalities

The ServCat application provides the tools to add, organize, discover, and retrieve information resources created by, for, or used by the U.S. Fish and Wildlife Service. As of July 2017, an average of 50 new references are added each working day, with over 64,000 metadata records describing over 68,000 files of documents and datasets, ServCat system has now reached a cumulative critical mass.



Information resources are waiting to be discovered or added and can come in many different forms such as published and unpublished reports, geospatial datasets, journal articles, resource briefs, photographs, management plans, tabular data, databases, audio files, and maps.

ServCat is a flexible and powerful system intended to meet the needs of all FWS staff and offers:

- **Full Functionally for All FWS Staff** – All FWS staff automatically have permission to discover and contribute content at <https://ecos.fws.gov/ServCat/>.
- **Accessibility to the Public** – The public version of ServCat provides read-only access to a subset of the information managed as public and is accessed using the same URL, <https://ecos.fws.gov/ServCat/>.
- **Robust Backup and Security** – With a proven track record and multiple levels of staff support, ServCat is a system managed securely within an approved Data Center in Denver, CO and complies with all DOI IT policies.
- **A Home for FWS Files** – There is no limit on file size¹, number or type.
- **Descriptive and Bibliographic Properties** – There are a number of reference types available to categorize information resources (e.g. published reports, geospatial datasets) and describe their unique bibliographic properties (e.g., title, year published, keywords).
- **Customizable Permissions to Limit Access** – Customize information available to the public while limiting the information access of others to only FWS staff or specific individuals.
- **Qualify information as being sensitive or copyrighted** – ServCat supports all of the FOIA exemptions as well as describing different levels of access permission for proprietary information.

- **Associate information with refuges, regions or offices** – Tagging information by organization ensures that information is discoverable.
- **Steward Information through time** – As ServCat reference owners, one or more active FWS staff may have access to steward content through time.
- **Automatic Harvesting of Records by data.gov** - All public content is automatically harvestable to other federal clearinghouses to ensure information can be used.

Now it's your turn to preserve your work and leave your legacy!