Our office needs to delete a published DOI. How do we do this?

ANSWER: The short answer is that you can't; once you click on the 'Publish DOI to DataCite' button, that action isn't reversible, because the DOI Tool connects immediately to DataCite's index and publishes the DOI as a 'findable' resource. While it does take up to a few hours for the DOI to resolve through the handle system to your data release landing page, the DOI record itself can't be removed from DataCite's index.

So, what are your options? That depends upon the nature of your need to 'delete' the record.

If you published the DOI, and a Level 1, 2, or 3 revision is now required due to errors detected in the data or metadata, you can either:

a.) remove access to the files on your data release landing page and post on that landing page a message regarding the temporary non-availability of the data, OR

b.) redirect the Location URL of your published DOI to the USGS Temporary Tombstone page while your data release undergoes the necessary corrections and approvals, and then update the DOI afterwards to point to the location of the final, corrected release.

For either case, please see the FAQ that describes these steps.

If you published the DOI, and a Level 4 revision is now required that will see a revision published with a completely new DOI:

a.) your DOI still cannot be deleted, because it may have been discovered and bookmarked, or even used in a citation, by a downstream user. You will need to 'tombstone' this original DOI to deprecate it and redirect users, if possible, to the revised release with the new DOI. Please see the FAQ that describes these steps.

If you accidentally published a DOI, but the data release never happened (nothing was ever available at the landing page endpoint):

Submit a ticket to the DOI Tool Service Desk, tell us the DOI # and the circumstances. While we still can't physically delete the published DOI from the DataCite index, we can manually access the record in the DataCite index and change its status, so that DataCite will stop sharing it with downstream search engines and services. This will significantly reduce the odds that an end user will ever find the record in a search result.

Remember that DRAFT DOIs (those that are still in a 'Hold' status in your DOI Tool Dashboard) can be deleted at any time, using the trashcan icon for that record in your Dashboard. DataCite is unaware of all USGS DOIs in a Hold/draft status; DOIs do not enter DataCite's database until they are changed to a 'Published' status in the USGS DOI Tool.