Management of digital research records and data at the beginning and in the end of a research project – recommendation for researchers in brief.

I.   At the beginning of your project/dissertation:

1. Choose safe and secure storage of your data within facilities provided by your department.
2. Create folder structure with clear and consistent heading.
3. Specify in the heading of your main folder a project identifier from the SLU´s records management system, Public 360 (i.e. SLU ID for funding application and financial agreement).
4. Applicate clear and consistent file naming convention.
5. Use version management program or system if you have several version of your file.
6. Indicate any legal restrictions on rights to access or use of your data (i.e. GDPR or Public Access and Secrecy Law).
7. Specify for how long your data must be preserved in accordance with the SLU´s rules for preservation of research material (i.e. for 10, 20 or for ever).
8. Consider file formats suitable for long time preservation (i.e. recognised archival format).

II.   In the end of the project

1. Delete all" working data" as copies, drafts etc. from your folders.
2. Contact designated co-worker at your department (i.e. DA-role) for help and agreement on a suitable archiving and preservation of your data and records.
3. Contact SLU´s unit on Records and Archives Management (LK, jurist- och dokumentationsenheten) if you need help to validate your data or if you have any questions on legal restrictions or related issues.

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