SLU Bil.2

Management and preservation of research data /R.Arovelius

# What should be preserved?

## Management and Archiving of Research Data.

### Checklist

## **Core records that always should be preserved:**

- Project plan or research strategy if relevant; method description
- · Ethical or other guiding rules, application to ethical committee
- Correspondence with sponsors (administrative, financial)
- Application for grants and financial agreements
- Binding minutes from steering or other groups meetings; project budget
- Applications agreements of employment; project staff
- All other administrative records needed to carry out the project: agreement on participation in a trial, purchasing of instruments etc.
- Correspondence with publishers peer review
- Handouts for seminars or conferences presentations
- E-mail correspondence/blogs/twitter or other social media used in the scientific discourse
- Articles
- Dissertations
- Milestones-reports
- Final reports
- Publications, including popular science
- Register over publications
- Media messages or all other publications
- Financial and scientific report to sponsors/funders
- Final report with statement of account to close the project

Records/data created during data collection and analysis (<u>raw and processed data</u>) should be evaluated and assigned to a proper preservation level as follows:

#### Level I

#### permanent preservation

If raw and processed data meet following preservation criteria:

- long term project, reuse of data; understanding of the results and methods used;
- importance to the society,
  significance for public health,
  safety or other vital interests
- significance for history of science

### Level II

non permanent, 10-20 years

If raw and processed data has been kept as long as it is needed to verify research results according to discipline bounded requirements, usually **10**, 15 or 20 years and when the criteria from level I are not applicable.

## Level III

short term preservation

Only if the criteria from level I and II are <u>not</u> applicable and according to the retention schedule of the institution.

Appraisal and disposal must always be documented.