



Selection and Preservation

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Conditions for successful archiving

Storage and Backup

Data archive vs Archive

GDPR - All processing of personal data must have lawful grounds under the regulation. Further processing for archiving purposes in the public interest are OK.

Don't delay until tomorrow – prepare for publishing and archiving right from the start.

- Time and money
- FAIR over time
- “As open as possible, as closed as necessary”

Every research project are unique. When in doubt. Please ask!



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File formats and file names

File formats

File formats best suited for long-term sustainability and accessibility:

- are widely adopted by users
- are independent of specific software, developers, or vendors
- have open technical specifications (i.e. are not owned by a single person or organisation)

Regulation RA-FS 2009:2

File names

File names should be unique and descriptive and contain only the characters A-Z, a-z, 0-9, "-" and "_". There should be no space between the words in the file names. Spaces are created with an underline "_".



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You need to archive more data and information than you can share.

Legal views of Research data

What data must be retained for contractual, legal, or regulatory purposes?

Regulation RA-FS 1999:1 and SU application decision of RA-FS 1999:1

- Research data must be stored for (at least) 10 years. A dataset that have a long-term value shall be preserved and curated beyond the lifetime of the grant.

What data must be destroyed for contractual, legal, or regulatory purposes?

Public Access to Information and Secrecy Act

- Disclosure of information subject to reservation Chapter 10 Section 14
- Transfer of confidentiality Chapter 11 Section 3

GDPR

- Personal data that doesn't have a lawful ground for processing anymore, should be purged (gallrad). Further processing for archiving purposes in the public interest are OK.



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What data must be retained?

In general you should keep:

- All data underpinning publications
- Data that cannot be easily reproduced, or would be too expensive to reproduce
- Data that are of potential future importance to your research field or for another research field
- Data that are re-used regularly by your group or in your field
- Data that must be stored for policy, legal or contractual reason
- Data which is considered to be of great scientific, cultural or personal historical value, or which is considered to be of great general interest.
- Documents that contain basic information about the purpose, method and results of the respective research projects.

Research information

Administrative documents, eg.

- Applications and funding decisions
- Ethical vetting, permit and disclosure of information subject to reservation
- Data Management Plan

Economic documents, e.g.

- Financial interim and final reports to the financier



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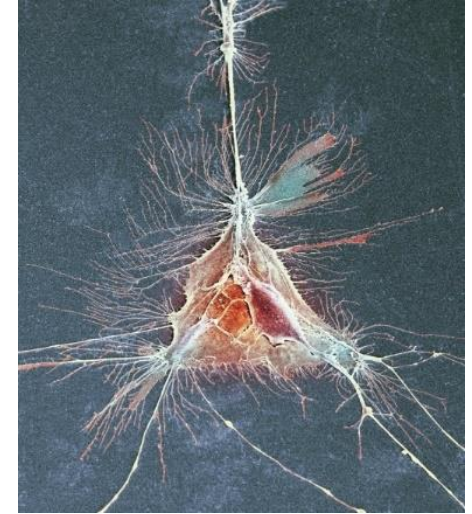
Research information

Research data, eg.

- Research data (raw and processed)
- Consent forms and information about processing of personal data
- Code keys, variable list or code book explaining the variables in your data.
- Methodology descriptions
- Templates and forms
- Software, computer code used to perform analyses
- And all additional information needed to understand the material

Publications and other research outputs, eg.

- Theses, interim and final reports, papers, presentations



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What is a valuable dataset and how do you make it FAIR?