

Checklist

Archive



Archive

Selection & Preparation

- ☐ I have identified which data should be archived – this data enables an independent persons to understand and comprehend my research findings.
- ☐ I have prepared the data to be archived in a comprehensible and logical folder structure and named them clearly.
- ☐ In cases where I collected data using closed and/or non-standardized data formats, I have converted the data files into formats based on open standards.
- ☐ I have prepared documentation with contextual information about my data and have stored it separately as README in .md or .txt format.

Platform & Security

- ☐ I have selected a suitable storage infrastructure for archiving my data and transferred my data there – either within TU Berlin or in the form of a cross-site data repository. I have taken the following criteria into consideration:
 - ☐ Long-term – availability of data for at least 10 years is guaranteed.
 - ☐ Protection from changes – subsequent modification of the data is not possible.
 - ☐ Identifiability – the data is given a unique identification number.
 - ☐ Findability – the data including metadata is listed in a directory so that it can be found quickly if required.
- ☐ If the data to be archived still contains personal data, I have contacted the local data protection officer so that this data can be stored separately.

Questions & Support



- ☐ If I have any questions, I can contact the Thuringian Competence Network for Research Data Management.



<https://forschungsdaten-thueringen.de/about-us.html>