

Checklist

Store



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Data Organization

- ☐ I have created a comprehensible and logical folder structure for my data.
- ☐ I have established a consistent and easy to understand scheme for file naming.
- ☐ If necessary, the specifications for the folder structure and file naming are coordinated within my research group.
- ☐ I have determined which file formats I will use; where possible, these are open and standardized.

Storage medium & Backup

- ☐ I have determined which storage media I will use for my research data; where possible, I will use an institutional infrastructure.
- ☐ I have developed a backup strategy (e.g. according to the 3-2-1 rule: at least 3 copies on at least 2 storage media, of which at least 1 is decentralized) on a regular basis.

Data Security

- ☐ I have taken technical and security measures to ensure that only authorized persons can access my data (e.g. password protection, encryption).
- ☐ I have taken special security measures for personal data, which are coordinated with the local data protection officer.

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



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

