Data Storage Policy

The responsibility for research data storage is primarily the responsibility of the primary investigator. The primary investigator, whether a student or faculty member, should follow best practices for data storage including the 3-2-1 rule:

*Keep:*

***3*** *copies of your data on*

***2*** *types of storage media and*

***1*** *copy should be offsite*

*Having 1 copy offsite protects your data from local risks like theft, lab fires, flooding, or natural disasters.*

*Using 2 storage media improves the likelihood that at least one version will be readable in the future should one media type become obsolete or degrade unexpectedly.*

*Having 3 copies helps ensure that your data will exist somewhere without being overly redundant.*

It is the University’s policy that all research data should be stored for a minimum of two years. Researchers may need to store the data longer depending on other agreements or laws.

All data generated through use of University resources or by University employees is owned by the University subject to applicable agreements and laws.

Students own the data that they generate as part of their academic experiences unless the data was acquired while they were a University employee or if they used significant University resources to acquire the data or if the data is subject to an agreement or law that supersedes this assumption.

All data used for either graduate theses or dissertations must be turned in to the Center for Research and Doctoral Studies (CRDS) within a week of a successful defense. This data will be kept by the CRDS for no more than five years. The purpose of this storage is to make sure there is a record of the research in case any questions are raised regarding it.