University of Kentucky VPR Service Cores	
Policy Category	Data Retention, Storage, and Transfer
Core Name	Light Microscopy Core
Effective	July 1, 2020

Policy Statement

Collection and generation of research data are integral aspects of research activity, whether the data are primary in nature or compiled, assembled, or otherwise derived. Data are defined as "units of information observed, collected, or created during the course of research." These data have several purposes: to serve as a record of the investigation, to form the basis on which conclusions are made, and to enable the reconstruction of procedures and protocols. In keeping with its commitment to promote integrity in the scholarly process, UK's research data management practices should ensure open and timely secured access to and secured sharing of research data. Access, secured sharing, and retention are especially vital with respect to questions about compliance with legal or regulatory requirements governing the conduct of research, accuracy or authenticity of data, primacy of findings, and reproducibility of results.

UK has developed this policy to protect investigators and the integrity of research data generated under the auspices of the VPR Service Cores. Investigators have the right to choose the nature and the direction of their investigations, to use research data generated to pursue future research, to publish their results, and to share their findings within academic communities. The exercise of these rights, however, is subject to compliance with laws and regulations, as well as contractual obligations governing the conduct of research. In conducting research as part of the UK community, investigators are obligated to assist UK in fulfilling its responsibilities of complying with applicable federal, state, and local laws, and sponsor requirements governing the conduct of research, including the management and sharing of research data.

Definition of Data

The original, primary research data and additional valuable derivatives stored by the Core. This includes, but is not limited to:

- Scanned Images
- Template Settings or Protocol Files
- Spreadsheets
- Any Data or Documents saved to Core Computers or Equipment

Principles:

- The Core will provide all the raw data that was collected in the completion of the service rendered.
- The full protocol for the acquisition of data will be provided to the user.
- All data on maintenance logs of equipment will be available online to users.

- No data can be permanently retained on local drives on Core instrumentation.
- Users are responsible for backing up and storing their own data.
- Data should be copied by users into storage outside of the Core instrumentation **at the time of imaging.**
- The core will not be held responsible for the loss of any data.

Core Specific Details:

- Data Retention: Large data files are generated from several of our instruments. Instrument computers have limited storage space and it is not feasible to maintain a back-up of all data generated. Data storage is the responsibility of the user. The Core recommends that users immediately copy all data and images onto an external drive. The user can then back up the data in their own facility. It is solely the responsibility of the user to maintain copies of their data. The Core assumes no responsibility for data left on the instrument computer. The drives on instrument computers are regularly purged of data to maintain sufficient space for running experiments.
- Personnel training records are maintained on the centralized computer in the Core. This includes staff CVs and records of completed training.
- All record of equipment maintenance, repairs and breakdowns are stored within the PPMS system. PPMs is the software program that the Core uses for booking, billing and tracking all microscope actions. These records are readily available. PPMS also stores all scheduling of the instruments including an archive of past scheduling. Service and maintenance incidents are entered into PPMS by Core staff. PPMS contains an easily accessible report function that allows the retrieval of all records. There is no need to archive this data as it is stored within the PPMS system.

Minimum Operational Data Retention Period

The time frame immediately following collection of data necessary for processing and releasing results to the PI. Data files will be periodically deleted from Core computers as space is needed. All active users will be notified seven (7) days before deletion.

Policy approved – July 1, 2020

Policy updated – no updates