

## Guidelines for Research Data Preservation at Shimane University

Approved by the  
Trustee (academic research and industrial  
innovation) on April/1/2020

### 1. Research Data Preservation Obligations

The purpose of these guidelines is to promote fair research activities by providing guidelines regarding the content of preserved or disclosed research data, the retention period, and preservation methods, (As specified under Chapter 3, Preservation and Disclosure of Research Data, of the Rules Regarding the Prevention of Research Misconduct at the National University Corporation Shimane University, Rules of Shimane University No. 13 of 2015).

### 2. Research Data Preservation Obligations

- (1) In case there are doubts concerning research dishonesty following the publication of research results presented in the form of a research paper or report by a researcher of this university, the researcher shall appropriately preserve the research data that form the grounds of the published research discovery to allow for an investigation by a third party, if necessary.
- (2) The research ethics administrator ('Research ethics administrator' as specified under Article 4 of the Rules.) shall endeavor to maintain an environment that enables research data to be appropriately stored and shall examine the state of preservation as necessary.
- (3) The person responsible for research ethics education ('Person responsible for research ethics education' as specified under Article 5 of the Rules) shall provide guidance and education about the preservation of research data to the researchers belonging to the relevant department.

### 3. Persons Subject to Preservation Obligations / Retention Period / Preservation Methods

- (1) For research activities involving experiments and observations, the processes of such activities shall be recorded in the form of, for example, laboratory notebooks. A log of the procedures of the experiments and the data acquisition conditions, among other data, shall be recorded in the laboratory notebooks. This information shall be available for perusal and verification at a later date, and this shall be secured in a way that does not allow subsequent modifications. The laboratory notebooks shall be stored as a primary information source record of the research activity.
- (2) Research materials (documents, numerical data, images, etc.) that form the grounds of published research discovery, including research papers and reports, shall be stored appropriately so that it may be used and verified at a later date. For images, the history of changes, these data recorded is desirable.

The maintenance of meta-data as well as the guaranteeing of traceability and search ability to allow for referencing at a later date shall be taken into account with respect to preservation. Moreover, when using materials for research that has already been made publicly available, the individual researcher does not have to preserve the said materials.

- (3) As a rule, the retention period of materials (documents, numerical data, images, etc.) shall be ten years after the publication of the said research papers, etc.. Electronic data shall be preserved in a form that allows it to be reused, through meta-data reduction and management, and by preparing appropriate back-ups.

A storage period of at least ten years is also advisable for materials in print form. However, in case of any unavoidable circumstance giving rise to shortage of storage space, the print form data may be disposed of within reasonable limits.

- (4) Objects such as samples (test samples, specimens) and equipment shall be preserved for five years after the publication of the said research papers, etc.. However, this shall not apply to objects that can be easily reused, objects that are difficult to store or keep, or objects for which storage would incur a significant cost.
- (5) These guidelines outline the minimum retention period, which may be extended as the need arises.

#### 4. Handling of Legal Regulations and Other Arrangements

Personal information, matters concerning the handling of such information that is subject to legal regulations, and matters that require ethical considerations, shall be subject to those regulations and guidelines. In addition, in the event of an arrangement with a funding agency regarding the handling of results/products in relation to specific research projects, data obtained through collaborative research, and externally received research data that are separately provided for under a contract etc., such agreements shall be adhered to.

#### 5. Researcher Transfer and Data Preservation / Management

In the event that the researcher moves due to a transfer or resignation, the person who takes over the research of the said researcher shall take measures to backup and store the data, or to determine its location to ensure its traceability. When there is no successor, the department prior to the transfer of the researcher shall take the equivalent measures.

#### 6. Research Data Preservation and Management Guide

The researcher shall appropriately manage their research data with reference to the attached 'Shimane University Research Data Preservation and Management Guide (includes the Research Data Preservation and Management Records)'.

#### 7. Other

These guidelines will be implemented from April/1/2020.