

Guidelines for the Preservation and Management of Research Data at Shimane University

Approved by the Executive Director (Research and Innovation)

April 1, 2020

Last Revised: July 10, 2026

1. Purpose

These Guidelines establish standards for the preservation, management, and disclosure of research data in accordance with Chapter 3 (Preservation and Disclosure of Research Data) of the *Shimane University Regulations on the Prevention of Research Misconduct* (Shimane University Regulation No. 13 of 2015). Their purpose is to promote responsible research practices by specifying the types of research data to be preserved, the retention periods, and appropriate methods of preservation.

2. Obligation to Preserve Research Data

(1)

Members of Shimane University who publish research results in the form of papers, reports, or other scholarly outputs shall appropriately preserve the research data on which those results are based. Such preservation shall enable third parties to examine and verify the validity of the research in the event that concerns regarding research misconduct arise.

(2)

The Research Ethics Administrator (as defined in Article 4 of the Regulations) shall make efforts to establish an environment that enables the appropriate preservation of research data and shall periodically review the status of such preservation.

(3)

The Research Ethics Education Officer (as defined in Article 5 of the Regulations) shall provide guidance and education regarding research data preservation to members of the relevant department or unit.

3. Scope, Retention Periods, and Methods of Preservation

(1) Experimental and Observational Research

Researchers conducting experimental or observational research shall maintain records of their research activities in laboratory notebooks or equivalent forms.

These records shall include sufficient information, such as experimental procedures, operation logs, and conditions for data acquisition, to facilitate future verification and reuse. Laboratory notebooks shall be prepared in a manner that prevents unauthorized alteration and shall be appropriately preserved as primary records of research activities.

(2) Research Materials

Research materials—including documents, numerical data, images, and other materials that form the basis of published research results—shall be preserved in an appropriate manner to enable subsequent verification and reuse.

For image data, it is desirable to maintain records of revisions.

Researchers shall organize metadata and ensure the searchability and traceability of preserved research data. When publicly available materials are used in research, researchers are not required to preserve copies of such materials.

(3) Retention Period for Research Data

Research materials (including documents, numerical data, images, and similar materials) shall, in principle, be retained for 10 years after publication of the relevant paper or other research output.

Electronic data shall be preserved in a reusable form through appropriate metadata management and backup procedures.

Paper-based materials should also be retained for at least 10 years whenever possible. However, where retention is impracticable due to excessive storage requirements or other socially reasonable circumstances, disposal within a reasonable scope is permitted.

(4) Specimens and Equipment

Physical research materials, including experimental samples, specimens, and research equipment, shall be retained for 5 years after publication of the relevant research output.

This requirement does not apply to materials that can be readily reproduced, are inherently difficult to preserve, or require excessive costs for long-term storage.

(5) Extension of Retention Periods

The retention periods specified in these Guidelines represent the minimum requirements. Longer retention periods may be adopted as appropriate in accordance with the characteristics of particular research fields or other relevant considerations.

4. Cases Subject to Legal or Contractual Requirements

Where research data includes personal information or other materials subject to legal regulations or ethical requirements, researchers shall comply with the applicable laws, regulations, and ethical guidelines.

Where funding agencies impose requirements regarding research outputs, or where collaborative research agreements or contracts relating to externally provided research data specify different retention or management requirements, those requirements shall take precedence.

5. Preservation and Management of Research Data upon Transfer or Departure of Researchers

When a researcher transfers to another institution or retires, the succeeding researcher shall take appropriate measures to ensure the preservation of the research data by:

- (a) creating and retaining backup copies; or
- (b) ensuring that the location of the data is documented and remains traceable.

If there is no successor, the researcher's former department or unit shall take equivalent measures.

6. Guide to Research Data Management

Researchers shall appropriately manage research data with reference to the separately provided “Guide to the Preservation and Management of Research Data at Shimane University” (including the Research Data Preservation and Management Record).

7. Supplementary Provision

These Guidelines shall come into effect on July 10, 2026, and shall apply from April 1, 2026.