

## Innovative Translational Research Shared Resource (ITR) Data Retention and Management Policy

**Background:** The [Vanderbilt University Medical Center Policy on Sharing, Retention and Ownership of Research Data](#) details the institutional and investigator responsibilities related to ownership, sharing and storage of primary research data, regardless of the technology used to create, preserve or record it. The Principal Investigator (PI) has primary responsibility for archiving and maintaining data as required by the Policy.

**Purpose:** The purpose of the following Data Retention and Management Policy is to define research data and additional derivatives that the ITR generates and stores, as well as the minimum data storage period and associated costs.

**Definition of data:** The ITR generates original primary data and utilizes other Vanderbilt Shared Resources and non-Vanderbilt vendors to generate primary data. These primary data include, but are not limited to, TIFF or QTIFF image files (as well as raw, transferred, and processed metadata), nucleic acid quantification Excel and PDF files, agarose gel images, fragment analysis electropherograms and accompanying Excel files, high-throughput (next-generation) sequencing BAM and FASTQ files, western blots and accompanying films, identity testing electropherograms and accompanying Excel files, real-time PCR files, cytokine quantitation files, imaging files, CyTOF and flow cytometry files. In addition, the ITR may generate valuable research derivatives from these data that include, but are not limited to, Excel, Word, PDF, PowerPoint, or Photoshop files that include data calculations, graphs, tables, summaries, and images/figures. Since the ITR may perform custom experimentation for individuals who do not have their own laboratories, the ITR also generates protocols and notebooks with detailed experimental procedures. These written protocols and notes are also herein considered data.

**Minimal operational data retention period:** The ITR will deliver all original primary data and data derivatives generated in the ITR to the project PI upon experiment completion and will retain those data for 6 months post project completion unless a written agreement states otherwise. Additional data retention post 6 months is subject to additional ITR fees. (The cost of ITR original primary data and data derivative storage during the 6-month period is already included in the service rate.) Custom experimentation protocols and hardcopy notes will be transferred to the PI upon request only. While the ITR will retain experimental notebooks for at least 5 years, and copies of those notes can be requested at any time during that timeframe, any data retrieval performed after 6 months post project completion cannot be guaranteed and will be subject to additional hourly charges at the current ITR rate. Data generated by other Vanderbilt Shared Resources or non-Vanderbilt vendors that are shared with the ITR will be transferred to the project PI when those experiments are complete and will be retained in the ITR for 6 months post project completion unless a written agreement states otherwise. Additional data retention of these shared data post 6 months is also subject to additional ITR charges. Exceptions to this policy include high-throughput sequencing and CyTOF data, which will be immediately transferred to the project PI and will not be retained in the ITR. High-throughput sequencing and CyTOF data and derivatives are the sole responsibility of the project PI and are subject to the Data Retention and Management policies outlined by those Shared Resource(s) or non-Vanderbilt resources in which they were generated. After 6 months of data retention, ITR reserves the right to begin data deletion. PIs will be notified via email 2 months prior to any data deletion. A reminder will be sent via email at the 1-month mark, and final notice via email will be given at time of deletion. PI correspondence will be tracked via REDCap at the ITR.

**Data transfer:** Data and its derivatives generated in the ITR will be transferred to the project PI upon project completion. Data will be transferred electronically by email, OneDrive or SharePoint, or agreed upon file transfer mechanism. If not electronically available, notebook data and experimental notes will be transferred to the PI as hardcopies. If the data set is too large to be transferred to the PI via email, the ITR will request access to a shared drive or an external hard drive from the PI to enable the transfer of data. The cost of the external hard drive will be the PI's responsibility. The transfer of high-throughput sequencing data will be performed by mechanisms currently utilized by the Vanderbilt Shared Resource or non-Vanderbilt vendor that generated the data.

*Innovative Translational Research Shared Resource*

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