**SHARED RESOURCE/CORE NAME:**

***Data Management Policy Overview***

**Purpose:** To inform users and Principal Investigators (PIs) of the data management and storage service policies for the *Shared Resource Name* (“Core”). The policy below applies to all work performed by the Core. Any exceptions should be detailed and agreed to in writing by both the Principal Investigator (“PI”) and Core manager.

**When and how will the PI be notified of the Core’s data policy?**

**How will the Core document communications and actions related to data storage and management?**

***Data Storage & Transfer***

**What types of original, primary research data, metadata, and additional valuable derivatives does this Core deliver to the PI?**

**Data, as previously defined and generated by this Core, shall be stored:**

* by the core
* by the PI upon completion of the service *(specify method of data transfer)*
* by other data management provider *(specify method of data transfer and service provider)*

*If stored by the Core:*

**What data storage options does the Core provide? If provided, what are the Core’s fees for data storage?**

**Please specify any restrictions on data that can be stored by the Core (e.g. personal protected information; encryption; formats):**

*If stored by the PI:*

**How is data transferred from the Core to the PI? What transfer methods are not permitted or supported?**

**Recommended public repositories for this data type (if known):**

**Please specify additional considerations which may include export compliance, confidentiality or non-disclosure agreements, patent protection and IP standards as applicable to this Core and/or service type:**

***Data Retention & Destruction***

**What is the minimum operational data retention period for this Core Facility, including schedule or timetable? Specify by data type, if necessary.**

**What will happen to data following the minimum operational data retention period? Define plans for long-term archiving and/or data destruction.**

**How will the PI be notified prior to data destruction?**