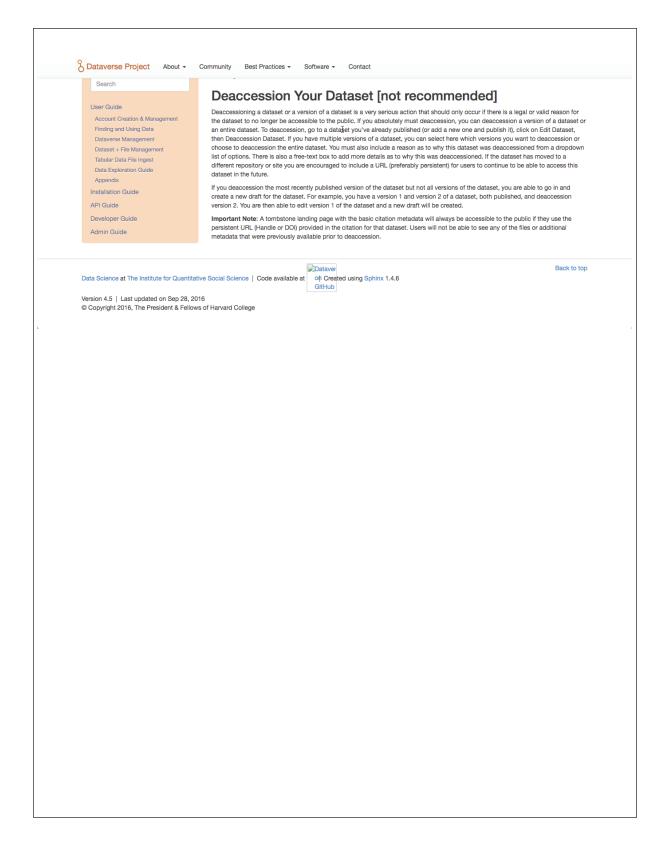
# Data Deaccessioning Policies

## **DATAVERSE PROJECT**

Deaccessioning Your Dataset [not recommended]

https://dataverse.scholarsportal.info/guides/en/4.5/user/dataset-management. html#deaccession-your-dataset-not-recommended



# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN LIBRARY

Illinois Data Bank | Preservation Review...Procedure

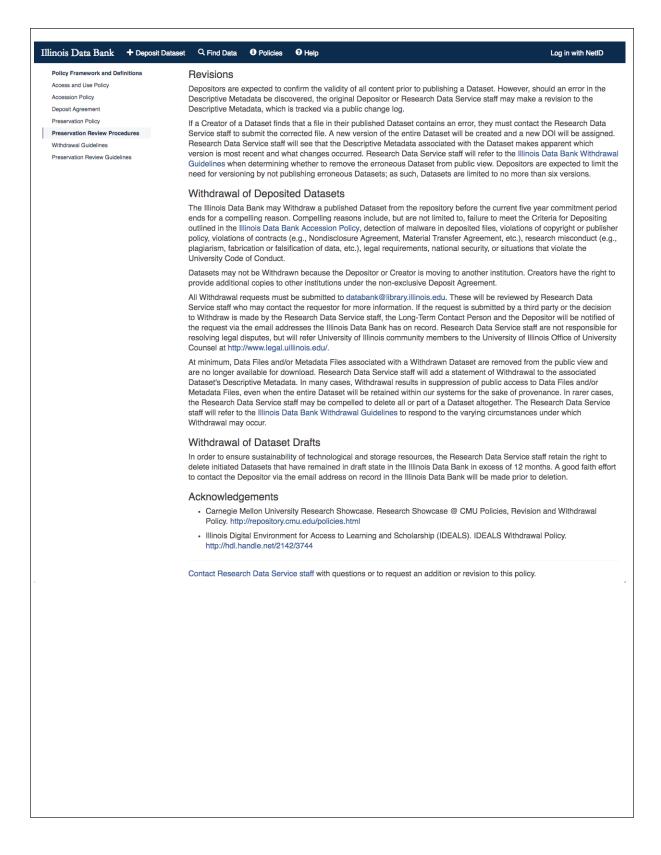
https://databank.illinois.edu/policies#preservation\_review

Preservation Review, Retention, Deaccession, Revision, and Withdrawal Procedure  Preservation Folicy Preservation Folicy Preservation Folicy Preservation Review Procedures  Windrawal Quidelines  Preservation Review Oxidelines  This document outlines the procedures for reviewing, revising, retaining, Deaccessioning, and Withdrawing Data Files, Metadata Files, a Descriptive Metadata published in the Illinois Data Bank will be assessed using a robust set of review criteria. The Illinois Data Gank.  Preservation Review Oxidelines provide a basis for assessing Datasets.  Preservation Review Roles and Responsibilities  Assessment decisions are a shared responsibility and are often influenced by discipline-specific factors. The Research Data Service stat responsible for developing and leading the assessment process of Datasets and will consult with all hot 2-basessment Teams' comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Teams' comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Teams' comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Teams' comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Teams' comprising functional part of the Dataset states as a level that it is proportional to its long-term value of the Dataset, and that Data Bank resources being deployed to steward the Dataset are at a level that is proportional to its long-term value of the Dataset, and that Dataset will commit the preservation procedure of subject of the s
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For any Data Files and/or Metadata Files that are to be Deaccessioned, a good faith effort to contact the Long-Term Contact Person will by notifying them at the email address the Illinois Data Bank has on record. The notification will outline the Illinois Data Bank's Deaccess decision.
If the Illinois Data Bank does not receive a response from the Long-Term Contact Person after 90 days, the Illinois Data Bank will transfe discard the Data Files and/or Metadata Files according to the practices and security standards in place at the time of Deaccessioning.
The Illinois Data Bank will not Deaccession any Data Files and/or Metadata Files before the initial commitment period ends, currently five The Illinois Data Bank currently plans to retain Descriptive Metadata persistently for all Datasets deposited in the Illinois Data Bank regar the Disposition of Data File(s) and/or Metadata File(s) except in rare circumstances as determined by the Director of the Research Data:

## UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN LIBRARY

Illinois Data Bank | Preservation Review...Procedure

https://databank.illinois.edu/policies#preservation\_review



# UNIVERSITY OF MICHIGAN LIBRARY

Deep Blue Data | Collections & Content

https://deepblue.lib.umich.edu/data/agreement#collections\_content

## 3. Collections & Content

## **Defining Research Data**

For the purposes of Deep Blue Data, research data are defined as representations of observations, objects, or other entities used as evidence of phenomena for the purposes of research or scholarship. In practical terms, Deep Blue Data will accept data that were developed or used in the support of research activities of U-M faculty, students and staff.

#### **Data Formats**

As the intent of the Deep Blue Data data repository is to make data as openly available as possible for discovery, understanding, and reuse, we strongly encourage the submission of data in formats that are open and nonproprietary.

If data cannot be converted to nonproprietary formats, we then encourage data submission in formats that are widely used.

Deep Blue Data will accept data in proprietary formats provided that these formats are appropriate for the research communities who are likely to have an interest in the data. However, it may not be possible to provide as high a level of preservation service for proprietary formats (see Preservation Policy).

#### Retention Review

Data submitted to Deep Blue Data will be reviewed after 10 years to determine if a data set should be retained and be subject to further, periodic, reviews thereafter. The goal of these reviews is to identify and possibly remove data that have reached the end of their use and reuse life cycle, or have become inaccessible (e.g. because of format obsolescence). The retention review will be conducted by the Data Curation Librarian, appropriate subject librarian(s), and, whenever possible, the depositor. The retention decision will be driven by a determination of the ongoing value to the research community. Long-term retention will also be determined by file format based preservation levels assigned upon deposit. Any data removed from the repository will be returned to the depositor whenever possible and documented with a tombstone record, which is the remaining metadata from a deleted record kept for the purposes of permanence.

#### Removing work from Deep Blue Data

Depositors can remove their work from Deep Blue Data with the assistance of and after consultation with staff if there is a mutual determination that the work is not appropriate for the service. Whenever work is removed, a tombstone record will remain.

If the depositor requests that the data be withdrawn from Deep Blue Data, the Library will take the following factors into consideration:

- If the data has been shown to contain inaccurate or faulty information
- If there is evidence of the data being used, cited, or downloaded

The Library also reserves the right to remove any deposit for reasons including:

- It was not appropriate for deposit (e.g. it contains sensitive information, viruses or other malware, or if we receive a verified complaint that it contains materials determined to be an infringement of copyright)
- It is no longer of active interest as described below (see the Retention Review section)

In such cases we will make reasonable attempts to contact the depositor so they can arrange for a new home for the data. A tombstone record will always remain for any deposit that is removed.

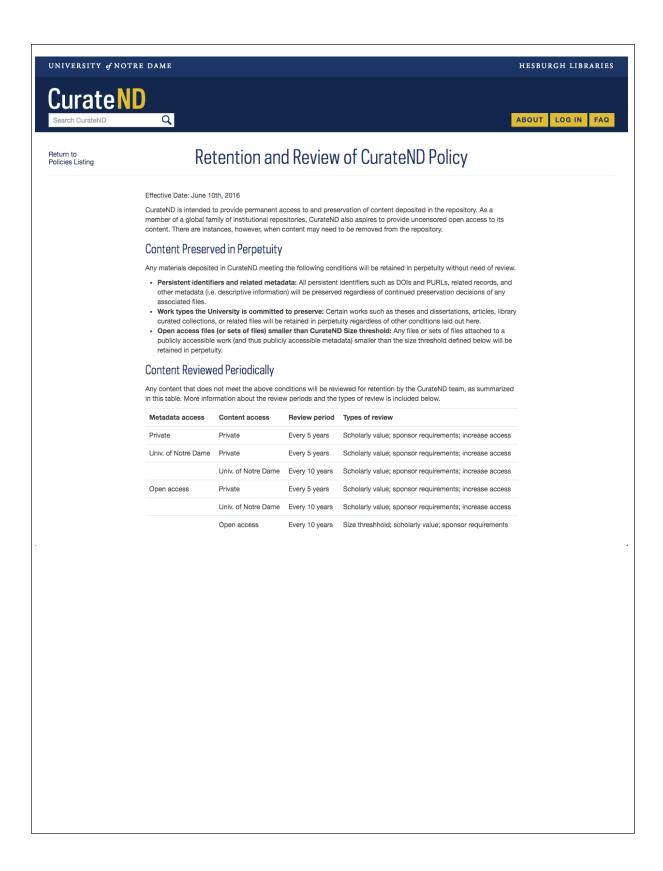
## Copyright and Take-Down Notification

Please refer to the library and University policy and procedures on copyright and take-down.

# UNIVERSITY OF NOTRE DAME, HESBURGH LIBRARIES

Retention and Review of CurateND Policy

https://curate.nd.edu/policies/retention-review



# UNIVERSITY OF NOTRE DAME, HESBURGH LIBRARIES

Retention and Review of CurateND Policy

https://curate.nd.edu/policies/retention-review

## **Review Periods**

Content (and associated metadata) not retained in perpetuity will be reviewed every 5 or 10 years, as indicated above. The clock starts from the year that the content was deposited. For example, if private content with private metadata is deposited in CurateND in 2017, it will be reviewed in 2022, 5 years after depositing.

## Types of Review

## Scholarly Value Determination

In consultation with the content owner, if possible, a library subject specialist, related campus department, or other domain expert will make a determination for continued retention. If none of these individuals or groups can be contacted or make a determination, the University Committee on Libraries (UCL) will be consulted. The determination to continue preservation will be made based on at least the following criteria:

- · Have past usage rates via CurateND been high or low?
- Is content likely to be used, or continue to be used in the future (i.e., has the content been superseded by other scholarship)?
- Is the content deemed especially rare, ephemeral, unique, or significant?

Please note: Any work with metadata marked private (and thus with private content) may be removed if further preservation requirements are not documented or cannot be proven by content owners.

Also note: CurateND will make reasonable efforts to contact content owners based on available information. If content owners cannot be reached, the Hesburgh Libraries will make the final determination as to whether content should continue to be preserved.

#### Size Threshold

CurateND will maintain a size threshold for a single file. Currently, this size threshold is 50 GB. This size threshold itself will be periodically reviewed and extended based on technological advancements.

# Research Sponsor Retention Requirements

If research funding or other project requirements deem that content needs to be preserved for a specified amount of time, the CurateND team will do so depending on the resource support needed for that content.

Please note: If the content has preservation requirements, but does not meet the scholarly value determination, exceeds the current size threshold, and was deposited more than 10 years ago, the CurateND team may seek compensation from the content owner in order to continue preserving the content.

#### Increase Access

For all content reviewed that is not open access (it is assumed open access content will also have open access metadata)), the content owner or proxy will be asked to increase access to at least the next level, if copyright or other circumstances allow. For example, can private metadata be made accessible to the University of Notre Dame? Or if content is accessible to the University, can it be made open access?

CurateND is a service of the Hesburgh Libraries of Notre Dame. Questions? Call (574) 631-6258 or email curate@nd.edu.



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## **TEXAS DIGITAL LIBRARY**

# Texas Data Repository | VII. Deaccessioning Data

http://data.tdl.org/policies/



bout Documentation

on FAQs

Log In Help

# VII. Deaccessioning Data

Items may be deaccessioned from the repository for the following reasons:

- · copyright violation
- · legal requirements and proven violations
- national security
- falsified research
- · confidentiality concerns etc.

Items may also be deaccessioned from the repository by the depositor. Deaccessioning a data\( \)etermined or a version of a dataset is a very serious action that should only occur if there is a legal or valid reason for the dataset to no longer be accessible to the public. If you absolutely must deaccession, you can deaccession a version of a dataset or an entire dataset. To deaccession, go to a dataset you've already published (or add a new one and publish it), click on Edit Dataset, then Deaccession Dataset. If you have multiple versions of a dataset, you can select here which versions you want to deaccession or choose to deaccession the entire dataset. You must also include a reason as to why this dataset was deaccessioned from a dropdown list of options. There is also a free-text box to add more details as to why this was deaccessioned. If the dataset has moved to a different repository or site you are encouraged to include a URL (preferably persistent) for users to continue to be able to access this dataset in the future.

Important Note: A tombstone landing page with the basic citation metadata will always be accessible to the public if they use the persistent URL (Handle or DOI) provided in the citation for that dataset. Users will not be able to see any of the files or additional metadata that were previously available prior to deaccession.

Should a dataset be removed by either the repository or the depositor, TDL reserves the right to retain its citation metadata record in the repository as trace of the dataset. Additionally, the citation metadata of withdrawn items will be searchable.

#### References

DISC-UK DataShare Project, "Policy-making for Research Data in Repositories: A Guide," https://www.coar-repositories.org/files/guide.pdf

 $Dataverse\ Project, "User\ Guide:\ Dataset\ +\ File\ Management,"\ http://guides.dataverse.org/en/latest/user/dataset\ -management.html$ 

#### Footnotes

- 1. These General Terms of Use are adapted from Harvard Dataverse generic best practices templates created for these purposes. For original, see: http://best-practices.Dataverse.org/harvard-policies/harvard-terms-of-use.html)
- 2. The Privacy Policy is adapted from Harvard Dataverse best practices generic templates created for these purposes. For the original, please see: http://best-practices.Dataverse.org/harvard-policies/harvard-privacy-policy.html
- 3. Adapted from https://creativecommons.org/publicdomain/zero/1.0/
- 4. Adapted from the Data Citation Synthesis Group, "Joint Declaration of Data Citation Principles": https://www.force11.org/group/joint-declaration-data-citation-principles final
- 5. The Texas Data Repository Community Norms are adapted from Harvard Dataverse best practices templates created for these purposes. For original templates, please see <a href="http://best-practices.Dataverse.org/harvard-policies/community-norms.html">http://best-practices.Dataverse.org/harvard-policies/community-norms.html</a>. Important modifications to this section include more extensive use of the Joint Declaration of Data Citation Principles.
- 6. Adapted from Data Citation Synthesis Group: Joint Declaration of Data Citation Principles. Martone M. (ed.) San Diego CA: FORCE11; 2014 [/datacitation].
- 7. The Data Usage Agreement is adapted from the Harvard best practices templates created for these purposes. For original template, please see http://best-practices.Datayerse.org/harvard-policies/sample-dua.html