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

Deaccession Your Dataset [not recommended]

Deaccessioning a dataset 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.

If you deaccession the most recently published version of the dataset but not all versions of the dataset, you are able to go in and create a new draft for the dataset. For example, you have a version 1 and version 2 of a dataset, both published, and deaccession version 2. You are then able to edit version 1 of the dataset and a new draft will be created.

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.

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Data Science at The Institute for Quantitative Social Science | Code available at   on Created using Sphinx 1.4.6
Dataverse GitHub

Version 4.5 | Last updated on Sep 28, 2016
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Preservation Review, Retention, Deaccession, Revision, and Withdrawal Procedure

Purpose of this Procedure

This document outlines the procedures for reviewing, revising, retaining, Deaccessioning, and Withdrawing Data Files, Metadata Files, and Descriptive Metadata published in the Illinois Data Bank.

Preservation Review

The long-term viability of Datasets published in the Illinois Data Bank will be assessed using a robust set of review criteria. The Illinois Data Bank is committed to transparency, accountability, and collaborative decision-making regarding assessments of the long-term preservation status of research data. While a variety of unique factors influence decisions made about the Disposition of Datasets, the criteria outlined in the Preservation Review Guidelines 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 staff are responsible for developing and leading the assessment process of Datasets and will consult with ad hoc "Assessment Teams" comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Team" may also incorporate input from other stakeholders as necessary.

Retention

The Illinois Data Bank anticipates that the majority of Preservation Reviews will result in Dataset retention. The decision to retain a Dataset will typically indicate that the preservation viability of the Dataset is acceptable given the determined long-term value of the Dataset, and that Illinois Data Bank resources being deployed to steward the Dataset are at a level that is proportional to its long-term value.

The Illinois Data Bank will commit resources to escalating preservation efforts for Datasets determined to have remarkable value that are suffering preservation risk or are not available in the most usable states. Examples of escalated preservation procedures include file format migration, enhancing Descriptive Metadata/Metadata Files, or improving access and/or use services by developing data-type-specific viewers/emulators.

Deaccession

A decision to Deaccession the Data Files and/or Metadata Files associated with a Dataset will only occur if it is determined that the Dataset is not of long-term value to its research community and/or its inclusion in the Illinois Data Bank detrimentally affects the Illinois Data Bank's ability to steward effectively other resources whose research value and preservation viability are evident.

Upon deciding to Deaccession the Data Files and/or Metadata Files associated with a Dataset, the Illinois Data Bank will consider one of these options:

- Transfer to a repository more appropriately situated to steward the Data Files and/or Metadata Files.
- Transfer Data Files and/or Metadata Files back to the Long-Term Contact Person indicated in the Descriptive Metadata.

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 be made by notifying them at the email address the Illinois Data Bank has on record. The notification will outline the Illinois Data Bank's Deaccessioning 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 transfer or 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 years.

The Illinois Data Bank currently plans to retain Descriptive Metadata persistently for all Datasets deposited in the Illinois Data Bank regardless of the Disposition of Data File(s) and/or Metadata File(s) except in rare circumstances as determined by the Director of the Research Data Service.

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Policy Framework and Definitions

Access and Use Policy

Accession Policy

Deposit Agreement

Preservation Policy

Preservation Review Procedures

Withdrawal Guidelines

Preservation Review Guidelines

Revisions

Depositors are expected to confirm the validity of all content prior to publishing a Dataset. However, should an error in the Descriptive Metadata be discovered, the original Depositor or Research Data Service staff may make a revision to the Descriptive Metadata, which is tracked via a public change log.

If a Creator of a Dataset finds that a file in their published Dataset contains an error, they must contact the Research Data Service staff to submit the corrected file. A new version of the entire Dataset will be created and a new DOI will be assigned. Research Data Service staff will see that the Descriptive Metadata associated with the Dataset makes apparent which version is most recent and what changes occurred. Research Data Service staff will refer to the Illinois Data Bank Withdrawal Guidelines when determining whether to remove the erroneous Dataset from public view. Depositors are expected to limit the need for versioning by not publishing erroneous Datasets; as such, Datasets are limited to no more than six versions.

Withdrawal of Deposited Datasets

The Illinois Data Bank may Withdraw a published Dataset from the repository before the current five year commitment period ends for a compelling reason. Compelling reasons include, but are not limited to, failure to meet the Criteria for Depositing outlined in the Illinois Data Bank Accession Policy, detection of malware in deposited files, violations of copyright or publisher policy, violations of contracts (e.g., Nondisclosure Agreement, Material Transfer Agreement, etc.), research misconduct (e.g., plagiarism, fabrication or falsification of data, etc.), legal requirements, national security, or situations that violate the University Code of Conduct.

Datasets may not be Withdrawn because the Depositor or Creator is moving to another institution. Creators have the right to provide additional copies to other institutions under the non-exclusive Deposit Agreement.

All Withdrawal requests must be submitted to databank@library.illinois.edu. These will be reviewed by Research Data Service staff who may contact the requestor for more information. If the request is submitted by a third party or the decision to Withdraw is made by the Research Data Service staff, the Long-Term Contact Person and the Depositor will be notified of the request via the email addresses the Illinois Data Bank has on record. Research Data Service staff are not responsible for resolving legal disputes, but will refer University of Illinois community members to the University of Illinois Office of University Counsel at http://www.legal.uillinois.edu/.

At minimum, Data Files and/or Metadata Files associated with a Withdrawn Dataset are removed from the public view and are no longer available for download. Research Data Service staff will add a statement of Withdrawal to the associated Dataset's Descriptive Metadata. In many cases, Withdrawal results in suppression of public access to Data Files and/or Metadata Files, even when the entire Dataset will be retained within our systems for the sake of provenance. In rarer cases, the Research Data Service staff may be compelled to delete all or part of a Dataset altogether. The Research Data Service staff will refer to the Illinois Data Bank Withdrawal Guidelines to respond to the varying circumstances under which Withdrawal may occur.

Withdrawal of Dataset Drafts

In order to ensure sustainability of technological and storage resources, the Research Data Service staff retain the right to delete initiated Datasets that have remained in draft state in the Illinois Data Bank in excess of 12 months. A good faith effort to contact the Depositor via the email address on record in the Illinois Data Bank will be made prior to deletion.

Acknowledgements

- Carnegie Mellon University Research Showcase. Research Showcase @ CMU Policies, Revision and Withdrawal Policy. http://repository.cmu.edu/policies.html
- Illinois Digital Environment for Access to Learning and Scholarship (IDEALS). IDEALS Withdrawal Policy. http://hdl.handle.net/2142/3744

Contact Research Data Service staff with questions or to request an addition or revision to this policy.

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.

https://www.dropbox.com/sh/rio7aok5q06bv8v/dbFskK7KFA/sampling.doc

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Policies Listing

Retention and Review of CurateND Policy

Effective Date: June 10th, 2016

CurateND is intended to provide permanent access to and preservation of content deposited in the repository. As a member of a global family of institutional repositories, CurateND also aspires to provide uncensored open access to its content. There are instances, however, when content may need to be removed from the repository.

Content Preserved in Perpetuity

Any materials deposited in CurateND meeting the following conditions will be retained in perpetuity without need of review.

- **Persistent identifiers and related metadata:** All persistent identifiers such as DOIs and PURLs, related records, and other metadata (i.e. descriptive information) will be preserved regardless of continued preservation decisions of any associated files.
- **Work types the University is committed to preserve:** Certain works such as theses and dissertations, articles, library curated collections, or related files will be retained in perpetuity regardless of other conditions laid out here.
- **Open access files (or sets of files) smaller than CurateND Size threshold:** Any files or sets of files attached to a publicly accessible work (and thus publicly accessible metadata) smaller than the size threshold defined below will be retained in perpetuity.

Content Reviewed Periodically

Any content that does not meet the above conditions will be reviewed for retention by the CurateND team, as summarized in this table. More information about the review periods and the types of review is included below.

Metadata access	Content access	Review period	Types of review
Private	Private	Every 5 years	Scholarly value; sponsor requirements; increase access
Univ. of Notre Dame	Private	Every 5 years	Scholarly value; sponsor requirements; increase access
	Univ. of Notre Dame	Every 10 years	Scholarly value; sponsor requirements; increase access
Open access	Private	Every 5 years	Scholarly value; sponsor requirements; increase access
	Univ. of Notre Dame	Every 10 years	Scholarly value; sponsor requirements; increase access
	Open access	Every 10 years	Size threshhold; scholarly value; sponsor requirements

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.

Help

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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 dataset 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 http://best-practices.Dataverse.org/harvard-policies/community-norms.html. 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.Dataverse.org/harvard-policies/sample-dua.html