
1. Purpose

This policy is guided by best practices for data management. University data, whether managed and residing on university information technology resources, stored on personal devices, managed by a third party, or outsourced to a service provider, is an important asset that must be governed, protected, and appropriately safeguarded. Members of the university community have the responsibility to appropriately use, maintain, and safeguard university data.

2. Applicability

This document is applicable to members of the University research community.

3. Definitions

Terms used herein are as defined in USANAS USA Data Management and Laboratory Notebook Ownership Policy

USANAS USA Network Access Storage is the university's computer system data storage network

4. Policy

This document supplements the Data Management and Laboratory Notebook Ownership Policy

5. Procedures

Managing data is an integral part of the research process. How you manage your data depends on the type of data, how the data is collected, and how the data is used throughout the life of the project. Effective data management helps ensure the integrity of your research and supports the published results of your research.

5.1 Collection of Research Data

Principal Investigators (PIs) must implement a classification system to organize Data. It is the responsibility of the PI to communicate the selected system to the laboratory personnel and

recovery node in Montgomery, Alabama. Your particular grant or research program may have specific requirements for appropriate backup procedures.

The University Computer Services Center and USA Health IT offices can provide full assistance in planning data storage and back up procedures.

5.2.2 University Digital Storage options

The University Computer Services Center (CSC) can assist researchers in assessing storage options for digital data. Call 256-6161 or email the A

The University Information Security Office provides substantial guidance on appropriate procedures for protecting computer systems and data whether working on premises or remotely. To access their web page, look up "Information Security" in the Index on the main University web server, or use the direct link <https://www.southalabama.edu/departments/csc/informationsecurity/>

USA Health employees may also