

Data Management Policy

The guidelines below describe Data Management procedures, processes and resources that need to be understood by both user projects and in-house research.

1. **Limited data management resources.** The CNMS has limited data storage resources and storage capacity varies depending upon the instruments used. User data stored at CNMS will only be retained up to three months past the termination date of a user project. There is no lifetime retention. Users are expected to migrate their data out of CNMS prior to the expiration date of their project. Beyond the 3-month grace period, **the CNMS reserves the right to delete all user files and directories across all applicable storage media.**
2. **Users must not rely upon data storage and retention at CNMS.** Users must not rely upon data storage and retention at CNMS to meet funding agency requirements for a Data Management Plan.
3. **The standard User Agreement, approved by DOE, defines ownership of technical data.**
4. **Published data displayed in figures.** Researchers are encouraged to make publicly available in tabular form any published data displayed in figures. This requirement could be met by including the data as supplementary information to the published article or through other means. The published article should indicate how these data can be accessed, or researchers could make this information available in their research webpages.
5. **Release of computer source code.** When appropriate, researchers are encouraged to make publicly available the full release of all computer source code used to produce the published results along with self-tests to build confidence in the quality of the delivered code.[1]
6. **Instructions explaining how to reproduce relevant data.** Researchers are encouraged to include step-by-step instructions explaining how to reproduce all relevant data published. This requirement could be met by including the instructions as supplementary information to the published article or through other means. The published article should indicate how these data can be accessed, or researchers could make this information available in their research webpages.
7. **These guidelines are subject to change without notice.** The latest version will be available at this URL.

References

- [1] D. C. Ince, L. Hatton, and J. Graham-Cumming. The case for open computer programs. *Nature*, 482:485–488, 2012.