**Final Report**

**College Strategic Research Committee Sub-Group: Research Data Backup**

**Objective**

The group was set up to agree policy and best practice for research data backup and to suggest how this would best be put into place.

**Membership**

Mick Jones (FoM) , Peter Haynes (FoE) , Paul Freemont (FoNS) ,
Paul French (FoNS) , John Shemilt (ICT), Chris Roberts (ICT),
Jeff Magee (chair), Jonathan Weber (FoM).

The group met twice on 15th September and on 13th October 2009 to draft and agree the attached document summarising guidelines and best practice for protecting research data.

**Recommendations**

1. That CSRC endorses the attached document entitled “Protecting Research Data” as the College guidelines for data backup.
2. The document should be linked to, from prominent and appropriate locations on the College Web site and in addition disseminated to all PIs via their HoDS.
3. The group considered the external auditors recommendation for offsite physical storage but felt that it was impractical to recommend a College wide off-site physical media storage facility. Provision needed by individual research groups would be in the light of their specific requirements and remains their responsibility.

A document prepared by Rebecca Wilson (FoNS), that summarises our research sponsors requirements for data backup and sharing, is attached for information.

Jeff Magee

19th October 2009