Storing Research Data (Academics)

This advice sheet is designed to provide staff with advice on what to do with hard copy and electronic research data that is no longer being used.

Retention of Research Data

Research data generated or managed by Curtin academic staff are Curtin-owned records (unless otherwise specified in a legal agreement) so need to be kept for set periods of time. The length of time will depend upon the significance of the research. Details of these periods are found in the Western Australian University Sector Disposal Authority (WAUSDA). Below is a summary:

Description of records	Retention Instructions
Research data, analysis and results with outcomes that are classed as **major**.	Retain permanently
Research data, analysis and results that are classed **minor** involving humans or animals that utilise high risk material such as teratogens and carcinogens, ionising radiation or dangerous drugs.	Retain minimum of 50 years after date of publication, or 50 years after conclusion of the project, whichever is later, then destroy
Minor research data, analysis and results with outcomes that are classed as minor, but involving clinical trials.	Retain minimum of 25 years after date of publication, or 25 years after conclusion of the project, whichever is later, then destroy
Research data, analysis and results with outcomes that are classed as **mino**r, where the projects involving children (-18 years).	Retain a minimum of 7 years after publication or project completion, or the subject/s have reached 25 years of age, whichever is later, then destroy.
Research data, analysis and results with outcomes that are classed as **minor**, not covered by other minor research classes.	Retain minimum of 7 years after date of publication, or 7 years after conclusion of the project, whichever is later, then destroy
Research data, analysis and results relating to short-term research projects undertaken by students for assessment purposes (e.g. undergraduate degree projects).	Retain a minimum of 12 months after the completion of the project, then destroy

As a general rule even once the data has been kept for the minimum period required by the WAUSDA, the only staff authorized to destroy it are Records & Information Management (RIM) staff. Please note that RIM will contact the relevant Area head before they destroy any records.

What to do with Academic Research Data

Hard copy data

Once hard copy research data is no longer being used it should be processed and submitted to RIM for storage or destruction. This is normally done by School/Area administrative staff who have been specially trained in processing records. If your Area/School does not have staff trained in processing records then contact RIM.

Electronic data

The R Drive is the key place to store Curtin's electronic research data. Researchers can request storage space on the R Drive via completion of a Research Data Management Plan (RDMP). **Researchers should not delete any data from the R Drive.** Contact CITS if your electronic research data is in a format or system that cannot be saved into the R Drive.

Making Information Matter!

Need assistance?

The following links may be useful:

- For more information on data storage considerations **before** or **during** a project refer to the Library's Research Data Management LibGuide.

- For more information on requesting access to the R Drive and Research Data Management Plans refer to Research at Curtin webpage on data storage.

- Research Data and Primary Materials Policy

- Decision Framework on the Use of Cloud Services

- Advice sheet for Storing Research Data (Students)

- For more information about RIM's records processing training sessions go to our training page.

- For more information in general on recordkeeping and record management please visit the Records & Information Management website at *rim.curtin.edu.au.*

If you need assistance, please contact us via phone on 9266 7050 or by email at *rim@curtin.edu.au.*