

ARC Data Storage Policy

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The Analytical Resources Core (ARC) provides short-term storage of research data generated using ARC instrumentation and services to facilitate data processing, analysis, and transfer to research groups. Long-term stewardship of research data is the responsibility of the principal investigator (PI) and research team.

Data Storage and Retention

Data generated through ARC are initially acquired on local instrument computers and subsequently transferred to appropriate ARC or CSU-managed research storage systems. Storage workflows vary among ARC laboratories depending on instrument configuration, data type, and analytical workflow. Where applicable, ARC uses RStor, the research data storage platform approved by CSU's Office of the Vice President for Research (OVPR) for centralized storage of research data. RStor is a secure, centrally managed research data storage platform maintained by CSU's Academic Computing and Networking Services (ACNS).

ARC will maintain project data in **active ("hot") storage for one year following data acquisition** and will pay associated costs through recharge. Active storage is intended to support ongoing data processing, analysis, retrieval, and transfer and is not intended to serve as a permanent research data repository.

After the one-year active storage period, data will be removed from ARC-managed storage. PIs are responsible for transferring data to a designated CSU archival ("cold") storage environment prior to the end of the active storage period. After the active storage period ends, **ARC will no longer be responsible for the storage, maintenance, or retrieval of these data or the associated costs.**

ARC will provide advance notice before data are removed from active ARC storage. Six months prior to the scheduled removal date, users will receive an initial notification identifying data that are scheduled for removal. Monthly reminders will be provided thereafter, with weekly reminders during the final month before removal. Data removal is currently planned to occur annually during the first week of the new fiscal year (early July).

PI Responsibility

The PI is ultimately responsible for the long-term retention and stewardship of research data associated with their projects. ARC strongly recommends that research groups download and maintain one or more independent copies of their data rather than relying on ARC systems as their sole repository.

Research groups are responsible for ensuring that data are retained for the periods required by applicable funding agencies, publishers, regulatory requirements, research agreements, or CSU policies.

The CSU Libraries are an excellent source of information about data management (<https://lib.colostate.edu/services/data-management/>) and developing data management plans (<https://lib.colostate.edu/services/data-management/data-management-plans/>).

Data Organization, Access, and Security

While data remain on ARC-managed storage systems, project data will be organized and managed according to the requirements of the applicable ARC service or instrument. Access will be limited to authorized ARC personnel and authorized members of the research project.

For projects involving human subjects or other sensitive or regulated information, users must comply with applicable CSU requirements and approved research protocols. Data should be de-identified and personally identifiable information should not be included in analytical datasets, sample identifiers, filenames, or other records provided to ARC unless specifically approved and appropriate safeguards have been established.

Data Transfer and Archival

ARC will support users' ability to retrieve or transfer their project data during the active storage period. PIs are encouraged to transfer data to their research group's designated storage environment as soon as practical following data acquisition and analysis.

Following expiration of the one-year ARC active storage period, continued retention of project data will depend on the archival or extended-storage option selected by the research group. ARC cannot guarantee recovery of data after the applicable ARC storage period ends.