

## 6. Data Management Plan:

### **Responsibilities:**

Project Director Dr. P. Gabrielle Foreman and Gregg A. Silvis, Associate University Librarian for Information Technology & Digital Initiatives, will oversee the data management plan which will be implemented by CCP Coordinator James Casey, DSpace Administrators Molly Olney-Zide and Jordan Howell, and a CCP team.

### **Expected Data, Collection Methods, Data Formats, and Data Dissemination:**

Type of data	Data format and long-term preservation	Conditions of dissemination
Digital facsimiles of convention minutes, which consist of previously printed and documented speeches and debates at the various conventions.	Digital facsimiles are in PDF format. Facsimiles will be converted to PDF/UA (or PDF/A) and stored in DSpace.	Facsimiles will be made freely available via <a href="http://ColoredConventions.org">ColoredConventions.org</a> .
Digitized photographs and prints.	Digitized photographs and prints are in JPEG format. These same items will be stored in DSpace as TIFF files.	Photographs and prints will be made freely available via <a href="http://ColoredConventions.org">ColoredConventions.org</a> .
Transcriptions of historical documents.	Plain text transcriptions of historical documents are in .txt format, and stored in DSpace.	Transcriptions will be made freely available via <a href="http://ColoredConventions.org">ColoredConventions.org</a> .
Audio and video files.	Audio/video files will be delivered in the m4a/mp4 formats using the AAC (CoreAudio) audio format and the H.264 video codec.	Audio and video files will be made freely available via <a href="http://ColoredConventions.org">ColoredConventions.org</a> .
A database of convention attendees will be generated from the transcripts. The database will document biographical information and the roles and responsibilities of convention attendees.	The database will be in MySQL format, and preserved in an XML-DBML format.	The database will be available to the general public upon request.
White paper.	After the project has been completed.	Available on the project website and UD's institutional repository.
Multimedia progress report.	Duration of grant period.	Available on the project website and UD's institutional repository.
Final report to NEH.	Conclusion of the project.	Dissemination of the final report will be the responsibility of the

		NEH. Will also be available on the project website and UD's institutional repository.
--	--	---

All materials will be publicly available either on the Colored Conventions website, the University of Delaware Institutional Repository, or both. All historical documents and images are in the public domain and will be licensed under Creative Commons. Additional material created by the Colored Conventions Project will be considered under copyright, but licensed under Creative Commons. The Creative Commons license used will be the CC BY-NC-SA (Attribution-NonCommercial-ShareAlike).

“This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.”

**Data Storage and Preservation of Access:**

All material will be deposited and permanently stored in the University of Delaware Institutional Repository. The repository consists of the DuraSpace DSpace (<http://www.dspace.org>) software running on fault tolerant server grade hardware, backed up offsite nightly. The material will be permanently stored in the repository. Twenty-five fields of the Dublin Core Metadata Element Set (NISO Standard Z39.85) will be used to store associated metadata for each repository item. Items stored on DSpace will be made available to the general public through CCP's content management system, Omeka.

**Period of Data Retention:**

Under an agreement between the University of Delaware Library and the Colored Conventions Project, data will be retained for a period of 40 years.