

7. DATA MANAGEMENT PLAN

Data to be Generated

| <i>Type and Format of Data</i> | <i>When Shared?</i> | <i>Under what conditions?</i> |
|--|---|---|
| Open Source computer code associated with the prototype module under construction | At the conclusion of the start-up phase | Code will be freely available |
| Textual and chronological data manually extracted from Priestley's chart in Rich Text Format (.rtf) and .csv | At the conclusion of the start-up phase | Data will be freely available |
| Images of historical objects in archival format provided by originating library or TIFF v.6 format if originated locally | At the conclusion of the start-up phase | Viewable on the Web, some are proprietary |
| Original historical research and analysis in Rich Text Format (.rtf) | At the conclusion of the start-up phase | Readable on the Web, Creative Commons license |
| Meeting notes and other relevant project records in Rich Text Format (.rtf) | At the conclusion of the start-up phase | Scholars' Bank, Creative Commons license |
| Final "lessons learned" white paper in Rich Text Format (.rtf) | At the conclusion of the start-up phase | Freely available through NEH |
| Alpha web module for Priestley in HTML5 and JavaScript | At the conclusion of the start-up phase | Available online through uoregon.edu domain |

Data Management and Maintenance

Computer code, including HTML5 and JavaScript, and data extracted from historical sources including charts and books for **Time Online** will be open source and public domain. All code and data will be available online on the **Time Online** website in the uoregon.edu domain upon completion of the start-up phase. Additionally, code and data will be deposited in Scholars' Bank, the University of Oregon's Institutional Repository, and appropriate GitHub locations, so that they will be freely accessible to anyone and preserved long-term by the UO Libraries. Both the **Time Online** website and the Scholars' Bank will be open to crawling by the Internet Archive. Additionally, the uoregon.edu domain, where the project will reside, is regularly preserved by University Archives using Archive-It.

During development, **Time Online** will rely principally on computer systems administered by the InfoGraphics Lab, and hosted by the College of Arts and Sciences IT division (CAS IT). The Lab maintains an "always on" enterprise-level ESRI ArcSDE Geodatabase, ArcGIS Server, web servers, and file server to manage the University of Oregon Facilities GIS Infrastructure for campus mapping, emergency management, and facilities maintenance, etc. This system also houses and serves all of the geographic and historical data for previous

digital projects treating the cartography of Rome and other research in Stanford's Spatial History Lab. Data may be input simultaneously by multiple users from any location over a secure connection, and several levels of user rights management may be implemented thus facilitating remote collaboration between our venues at the University of Oregon and Stanford University. The systems of the InfoGraphics Lab and CAS IT Data is snapshotted twice daily for instant recovery. Data is sent offsite once per month for backup.

Meeting notes and other relevant records will be preserved by the Principal Investigator and redundantly backed up to a local hard drive, the .uoregon server, and dropbox.com. At the end of the start-up phase, these records will be saved to the open-access University of Scholars' Bank, as will the final report to NEH, which will also be available through NEH.

Images of historical artifacts presented in Time Online will remain property of the institutions (libraries, museums, private collections) granting rights for reproduction and publication, and access to these images will be determined by the policies of the collaborating libraries. In cases where full download is permissible, our system will permit it. Original physical artifacts (books, charts, and so forth) will be maintained by their proprietors (mostly university libraries). Digital reproductions will be preserved according to the protocols listed above.

Time Online will produce a final report for NEH at the end of its start-up phase. This will be published and preserved via Scholars' Bank and the NEH itself. Peer-reviewed research emanating from the project will be published through standard scholarly journals. Any work produced as a result of this NEH grant will remain in the public domain regardless of future publication venues.

Period of Data Retention

An alpha version of the start-up module described in this application will be made available online in the formats and locations discussed above at the end of the start-up phase. Data not available through the Time Online website itself will be stored and retained for at least 5 years beyond the completion of the start-up phase in the uoregon.edu domain and in the University of Oregon Scholars Bank.