

## Data Management Plan

*Immigrant Stories* will generate data as both video and text files, and the project already has measures in place to manage and store its data files in perpetuity. All digital stories are video files that participants must submit as either QuickTime or MPEG-4 files. Video files must be original and uncompressed, in accordance with best practices for long-term preservation. Text files include participants' scripts (which will be displayed as video transcripts in our online repositories), metadata (including country of origin, ethnicity, date of migration, date of story creation, and themes), and donation forms which authorize the IHRC Archives to preserve and share the data. All users participate in *Immigrant Stories* with the knowledge that their videos, transcripts, and metadata will be publicly available. (The fact that *Immigrant Stories* is a public platform is often a key part of the project's appeal.) As part of the donation form, users will explain the copyright permissions for media that they have included in their videos, verify that they have permission to use these materials, and affirm that they have included all necessary attributions in their videos. Users will donate their materials to the IHRCA, and the institution, not the Project Director, will preserve and manage all project data.

The online digital story creation and submission platform will preserve users' scripts, donation form, and metadata as individual PDF and XML files. These file formats are most suitable for long-term preservation and data management, including dissemination through the Minnesota Digital Library (MDL) and Digital Public Library of America (DPLA). All files will be reviewed by IHRCA staff to ensure that the files are functional and meet project guidelines. IHRCA staff will authorize University of Minnesota Libraries staff to transfer these files from the *Immigrant Stories* web application to both the University's preservation environment and the MDL discovery interface. We estimate that it will take 1-2 months for submissions to be reviewed, archived, and made discoverable via *Immigrant Stories*' online repository.

All *Immigrant Stories* data will be shared under a Creative Commons license which allows non-commercial reuse, with attributions, and forbids the distribution of derivatives of the data (CC BY-NC-ND 4.0).

All *Immigrant Stories* video, text, and metadata will be preserved and maintained by the University of Minnesota Libraries. The University of Minnesota Libraries' storage environment consists of data center class hardware provided by Sun Oracle. The hardware includes Storage Area Network (SAN), Network Attached Storage (NAS) and a modular tape library system. Hardware specifics include Sun ZFS Storage 7410, Sun ZFS Storage 7420, Sun Storage 2540 M2 Array, and a Sun SL500 modular tape system. The Libraries are currently adding the Sun 7420 and migrating to the Sun 2540. This movement is from an installation of Sun 35XX fiber channel equipment. As further backup measures, the Libraries keep a minimum of three copies of each file which are geographically separated and include off-site tape storage.

All University of Minnesota archives and special collections are part of the Libraries, including the IHRC Archives. The Libraries' Digital Preservation and Repository Technologies (DPRT) department, part of the Libraries' Data & Technology Division, provides contemporary and enduring access to digital objects under the collection stewardship of the University Libraries. The DPRT works with the University's Office of Information Technology (OIT) and other partners to apply professional digital preservation methodologies, standards, and technologies to Libraries collection through the delivery and support of robust high quality discovery, access, management, and preservation systems. The DPRT department already works with a range of data types, including images, audio, and video, and they assist in ongoing policy development concerning format specifications for preservation purposes.

The University Libraries have previous experience managing large collections of digital video files. They have existing commitments to manage and sustain upwards of 40TB of digital video related to the Libraries' performing arts archives. They have also committed to support the preservation and discovery of video files in numerous archival collections, including the

University Archives, Northwest Architectural Archives as well as the IHRCA. All of the digital media are managed and maintained in accordance with the Libraries' existing data management procedures.