

## DATA MANAGEMENT PLAN

### Expected Data and Period of Retention

Principal data to be produced over the course of this project includes audiovisual recordings of conference and workshop proceedings, transcriptions from those recordings, and the project white paper. All project data will be made publicly available within six months of the 2013 conference and workshop and retained permanently at Indiana University.

### Data Formats and Dissemination

Event proceedings will be recorded to DVCAM tape and transferred to H.264/MPEG-4 standard files in accordance with ISO/IEC 14496, *Coding of audio-visual objects*. Both the text transcriptions produced from the recordings and the project white paper will be written to PDF/A-1 file format in accordance with ISO 19005-1:2005, *Document Management – Electronic document file format for long term preservation – Part 1: Use of PDF 1.4 (PDF/A-1)*.

For wide dissemination of the event proceedings and for enhanced discoverability of individual presentations, BFC/A will employ the open-source Omeka platform and the Annotator's Workbench (AWB) plugin recently developed at Indiana University by project advisor Will Cowan. The project MPEG-4 files will be uploaded to AWB; divided into segments according to presentation; associated with descriptive metadata to include the corresponding text transcriptions for each video segment; and ingested for delivery through the Omeka installation hosted at the dedicated event website. (AWB work files will be exported and saved as METS-compliant .awx XML.) This approach will enable video browsing by presenter and topic, and full keyword access to presentation content. The Omeka database of presentations and transcriptions will be shared as open content through an ODC Public Domain Dedication and License (PDDL).

The project white paper will also be disseminated online at the dedicated event website and shared as open content through the IUScholarWorks digital repository (<https://scholarworks.iu.edu/dspace/>).

### Data Storage and Preservation of Access

Following the completion of video digitization work by the Education and Production Services unit of the Indiana University Radio & Television, the original tape-based DVCAM masters will be stored on-site in the BFC/A's environmentally-controlled archival vault.

All MPEG-4, XML, and PDF/A-1 files generated through the project will be stored using the Indiana University Scholarly Data Archive (SDA; <https://pti.iu.edu/storage/sda>), a distributed storage service capable of holding up to 15 petabytes of data that is centrally supported across mirrored tape silos in Bloomington and Indianapolis. All data will be indexed in the IUScholarWorks repository, which provides a user-friendly interface for the organization, context, and discoverability of data stored in SDA. This combination of IUScholarWorks and SDA provides mirroring, redundancy, media migration, access control, file integrity validation, embargoes, and other security-based services that ensure the data are appropriately archived for the life of the project and beyond the project if necessary. As experts on research preservation and access, the IU Libraries manage this service on a day-to-day basis.