

Preservation Review, Retention, Deaccession, Revision, and Withdrawal Procedure

Purpose of this Procedure

This document outlines the procedures for reviewing, revising, retaining, Deaccessioning, and Withdrawing Data Files, Metadata Files, and Descriptive Metadata published in the Illinois Data Bank.

Preservation Review

The long-term viability of Datasets published in the Illinois Data Bank will be assessed using a robust set of review criteria. The Illinois Data Bank is committed to transparency, accountability, and collaborative decision-making regarding assessments of the long-term preservation status of research data. While a variety of unique factors influence decisions made about the Disposition of Datasets, the criteria outlined in the [Preservation Review Guidelines](#) provide a basis for assessing Datasets.

Preservation Review Roles and Responsibilities

Assessment decisions are a shared responsibility and are often influenced by discipline-specific factors. The Research Data Service staff are responsible for developing and leading the assessment process of Datasets and will consult with ad hoc "Assessment Teams" comprising functional and subject specialists as well as domain experts outside of the Library as appropriate. The "Assessment Team" may also incorporate input from other stakeholders as necessary.

Retention

The Illinois Data Bank anticipates that the majority of Preservation Reviews will result in Dataset retention. The decision to retain a Dataset will typically indicate that the preservation viability of the Dataset is acceptable given the determined long-term value of the Dataset, and that Illinois Data Bank resources being deployed to steward the Dataset are at a level that is proportional to its long-term value.

The Illinois Data Bank will commit resources to escalating preservation efforts for Datasets determined to have remarkable value that are suffering preservation risk or are not available in the most usable states. Examples of escalated preservation procedures include file format migration, enhancing Descriptive Metadata/Metadata Files, or improving access and/or use services by developing data-type-specific viewers/emulators.

Deaccession

A decision to Deaccession the Data Files and/or Metadata Files associated with a Dataset will only occur if it is determined that the Dataset is not of long-term value to its research community and/or its

inclusion in the Illinois Data Bank detrimentally affects the Illinois Data Bank's ability to steward effectively other resources whose research value and preservation viability are evident.

Upon deciding to Deaccession the Data Files and/or Metadata Files associated with a Dataset, the Illinois Data Bank will consider one of these options:

- Transfer to a repository more appropriately situated to steward the Data Files and/or Metadata Files.
- Transfer Data Files and/or Metadata Files back to the Long-Term Contact Person indicated in the Descriptive Metadata.

For any Data Files and/or Metadata Files that are to be Deaccessioned, a good faith effort to contact the Long-Term Contact Person will be made by notifying them at the email address the Illinois Data Bank has on record. The notification will outline the Illinois Data Bank's Deaccessioning decision.

If the Illinois Data Bank does not receive a response from the Long-Term Contact Person after 90 days, the Illinois Data Bank will transfer or discard the Data Files and/or Metadata Files according to the practices and security standards in place at the time of Deaccessioning.

The Illinois Data Bank will not Deaccession any Data Files and/or Metadata Files before the initial commitment period ends, currently five years.

Descriptive Metadata

The Illinois Data Bank currently plans to retain Descriptive Metadata persistently for all Datasets deposited in the Illinois Data Bank regardless of the Disposition of Data File(s) and/or Metadata File(s) except in rare circumstances as determined by the Director of the Research Data Service.

Revisions

Depositors are expected to confirm the validity of all content prior to publishing a Dataset. However, should an error in the Descriptive Metadata be discovered, the original Depositor or Research Data Service staff may make a revision to the Descriptive Metadata, which is tracked via a public change log.

If a Creator of a Dataset finds that a file in their published Dataset contains an error, they must contact the Research Data Service staff to submit the corrected file. A new version of the entire Dataset will be created and a new DOI will be assigned. Research Data Service staff will see that the Descriptive Metadata associated with the Dataset makes apparent which version is most recent and what changes occurred. Research Data Service staff will refer to the [Illinois Data Bank Withdrawal Guidelines](#) when determining whether to remove the erroneous Dataset from public view. Depositors are expected to limit the need for versioning by not publishing erroneous Datasets; as such, Datasets are limited to no more than six versions, except in rare circumstances as determined by the Director of the Research Data Service.

Withdrawal of Deposited Datasets

The Illinois Data Bank may Withdraw a published Dataset from the repository before the current five year commitment period ends for a compelling reason. Compelling reasons include, but are not limited to, failure to meet the Criteria for Depositing outlined in the [Illinois Data Bank Accession Policy](#),

Datasets may not be Withdrawn because the Depositor or Creator is moving to another institution. Creators have the right to provide additional copies to other institutions under the non-exclusive Deposit Agreement.

All Withdrawal requests must be submitted to databank@library.illinois.edu. <http://www.legal.uillinois.edu/> as necessary.

At minimum, Data Files and/or Metadata Files associated with a Withdrawn Dataset are removed from the public view and are no longer available for download. Research Data Service staff will add a statement of Withdrawal to the associated Dataset's Descriptive Metadata. In many cases, Withdrawal results in suppression of public access to Data Files and/or Metadata Files, even when the entire Dataset will be retained within our systems for the sake of provenance. In rarer cases, the Research Data Service staff may be compelled to delete all or part of a Dataset altogether. The Research Data Service staff will refer to the [Illinois Data Bank Withdrawal Guidelines](#) to respond to the varying circumstances under which Withdrawal may occur.

Withdrawal of Dataset Drafts

In order to ensure sustainability of technological and storage resources, the Research Data Service staff retain the right to delete initiated Datasets that have remained in draft state in the Illinois Data Bank in excess of 12 months. A good faith effort to contact the Depositor via the email address on record in the Illinois Data Bank will be made prior to deletion.

Acknowledgements

- Carnegie Mellon University Research Showcase. Research Showcase @ CMU Policies, Revision and Withdrawal Policy. <http://repository.cmu.edu/policies.html>
- Illinois Digital Environment for Access to Learning and Scholarship (IDEALS). IDEALS Withdrawal Policy. <http://hdl.handle.net/2142/3744>

[Contact Research Data Service staff](#) with questions or to request an addition or revision to this policy.

Policy Document History and Version Control Table

Version	Action	Approved By	Action Date
1.0	Policy issued.	Heidi Imker, Director, Research Data Service	2016-05-03

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1.1	Policy reviewed. Minor changes made: -Minor wording adjustments. -Versioning table added.	Heidi Imker, Director, Research Data Service	2016-10-05
1.2	Policy reviewed. Minor changes made: -Minor clarifications.	Heidi Imker, Director, Research Data Service	2017-03-02
1.2	Policy reviewed.	Heidi Imker, Director, Research Data Service	2019-06-20
1.3	Policy reviewed. Minor change made: -Revised language for clarity on Revisions	Heidi Imker, Director, Research Data Service	2021-09-13

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