



DATA ORGANIZATION STRUCTURE

Department:

Head of department:

Data Officer:

Date:

- 1. Who is the Department Data Officer(s) (DDO)?**
- 2. What types of data is produced? While digital data that pertains to publications is what is of concern, please list all kinds of data produced by the department.**
- 3. List the network drives for the department, and who has access to what drives (you do not need to list the specific address).**
- 4. List how network drives are organized, including a) the intention of the drive, b) what the folder structure is. Make sure that this is clear, in case anyone has to look into the drive and understand how information is stored and for what reasons.**
- 5. List how manuscript folders are organized**
- 6. How are notebooks organized?**
- 7. List how data is organized, from notebooks to archived network drives**
- 8. What data structures are version controlled?**
- 9. What data is archived?**