CIESIN Data and Information Management Policy

CIESIN considers data and information resources to be organizational assets, and will employ appropriate tracking, configuration management, preservation, security, and recoverability procedures to insure the quality and integrity of those assets.

Guidelines:

1. CIESIN staff will maintain records on the status of all data or information created, developed, or acquired for dissemination through CIESIN or incorporated in CIESIN products and services.

2. Data and information resources managed at CIESIN will be monitored from the earliest development stages to assure the integrity and accessibility of the resources.

3. While CIESIN data and information resources will be documented according to project requirements, effort should also be given to documenting these resources according to common standards across projects to facilitate efficient management.

4. The copyright/ownership status of all materials to be disseminated and/or incorporated into CIESIN products and services will be recorded and appropriate permissions will be obtained from external sources at the earliest possible point in time.

5. Data and information resources deployed at CIESIN will be managed in such a manner to protect privacy and confidentiality of individual-level data as appropriate.

6. All data or information resources intended for dissemination or incorporation into CIESIN products and services must be backed up and logged into the tracking system from the time they are ordered/received. They should be checked initially for viruses and periodically for integrity. All development work should be done from a working copy.

7. CIESIN data and information resources should be centrally archived to provide access to all CIESIN users, achieve economies of scale, assure appropriate security, and comply with terms of agreements. If CIESIN projects and programs require separate data and information collections or archives, these archives should follow standard guidelines.

8. Training in CIESIN resource management procedures will be provided to staff who handle data and information resources.

9. As necessary, general training will also be provided to CIESIN staff regarding data and information management requirements.

CIESIN data and information management policies and procedures will conform to other CIESIN policies such as CIESIN data policy and CIESIN preservation policies as appropriate.

Date revised: September 16, 2002
Date approved: September 16, 2002