

Checklist: Versioning

- ☐ The conditions for data use have been defined and communicated to team members and other users.
- ☐ A “master file“ has been created and measures taken to maintain its authenticity, i.e. access rights and responsibilities are defined - who is entitled to make what kind of changes?
- ☐ Differences between shared versions of researchers and working versions of individuals were clarified.
- ☐ It was determined how many versions of a file should be kept, which versions should be kept (e.g. major versions instead of minor versions (version 2.0 but not 2.1)), how long and how versions should be organized.
- ☐ A clear and systematic naming of file versions and editions has been introduced.
- ☐ Relationships between elements, e.g. between code and the data file needed for execution, between data file and associated documentation or metadata, or between multiple files have been documented as needed.
- ☐ Changes in any version are documented.
- ☐ Original versions of files or documentation thereof are retained so that original files can be reconstructed.
- ☐ The files are synchronized regularly at different locations.

Sources:

- CESSDA Training Working Group. CESSDA Data Management Expert Guide. Bergen, Norway: CESSDA ERIC, 2017-2018, <https://www.cessda.eu/DMGuide>. This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](#).
- Krejčí, Jindřich. Introduction to the Management of Social Survey Data. Praha: Sociologický ústav AV ČR, v.v.i. 64 s. 2014. ISBN 978-80-7330-252-8
- Corti, Louise, Veerle Van den Eynden, Libby Bishop und Matthew Woollard. Managing and Sharing Research Data: A Guide to Good Practice. Los Angeles, CA: SAGE, 2014.