

Template: Checklist storage

Checklist: What do I have to consider when choosing a storage device?

- ☐ How much storage space do I need?
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- ☐ Which file types do I have and how often will I replace them?
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- ☐ Who needs access and which rights should this person receive?
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- ☐ Is it necessary to have remote access to the data?
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- ☐ How important is fast access?
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- ☐ Is simultaneous and synchronised access required?
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- ☐ What precautions should I take to protect my data from loss (password, encryption, physical protection, etc.)?
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- ☐ Which storage solutions are suitable for personal data (if applicable)?
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- ☐ How often will I carry out a backup and where will it be stored?
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- ☐ How much money do I have available to store the data?
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Source:

Based on: CESSDA Training Working Group. CESSDA Data Management Expert Guide. Bergen, Norway: CESSDA ERIC, 2017-2018, <https://www.cessda.eu/Training/Training-Resources/Library/Data-Management-Expert-Guide/4.-Store/Adapt-your-DMP-part-4>. This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/).