**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](https://creativecommons.org/licenses/by-sa/4.0/).
* 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.