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/).