Plan Overview

A Data Management Plan created using DMPTool

Title: University of Texas at San Antonio COVID-19 Oral Histories Project

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Funder: Digital Curation Centre (dcc.ac.uk)

Template: Digital Curation Centre

Project abstract:

The University of Texas at San Antonio's (UTSA) COVID-19 Oral Histories Project collects oral histories documenting the COVID-19 experiences of San Antonio's Hispanic community. These oral history interviews will be conducted and transcribed in Spanish, English, and Spanglish.

Start date: 10-31-2020

End date: 02-22-2021

Last modified: 03-15-2021

Copyright information:

University of Texas at San Antonio COVID-19 Oral Histories Project

Data Collection

What data will you collect or create?

The **UTSA COVID-19 Oral Histories Project** will collect oral histories documenting the COVID-19 experiences of San Antonio's Hispanic community. An interview team will interview participants and record oral histories resulting in consent forms, video files, audio files, automated transcripts, corrected transcripts, interview protocols, as well as other relevant documentation related to the coordination to interview collection. Other project data includes interview guidelines, potential questions, sample interview blocks and questions (.docx); recruitment plans (.docx); a letter of appreciation (.docx), and a donor agreement handout (.pdf).

How will the data be collected or created?

The primary data for this project are interviews conducted in English, Spanish, and Spanglish that are recorded with Zoom teleconferencing software, resulting in video files, audio files, and their respective transcripts. Interview data recorded using Zoom and resulting automated transcripts are stored in Zoom cloud and then are transferred to a shared Google Drive folder.

Interview guidelines, potential questions, sample interviews, recruitment plans, a letter of appreciation, and donor agreements are created with Microsoft Word and accessed by the research team using the Google Drive folder. A coordination spreadsheet (Google Sheets) that tracks the project's progress and team members' actions describes the status of each interview.

Documentation and Metadata

What documentation and metadata will accompany the data?

All the interview data and project documentation resulting from the oral history project are digital documents. The long-term access goals of this project are to make the interviews and transcripts publicly accessible online through a UTSA digital repository. As such, two types of documentation are necessary for public access and restricted access.

Public access documentation includes: a finding aid summary and list of interviews describing the

background and motivations of the project; edited interview transcripts; translated interview transcripts; interview protocols; and descriptive metadata explaining the procedures used to collect the interviews; and a list with the naming convention for interview files (video, audio, transcripts) detailing what language(s) appear in the interview.

Restricted documentation includes: original automated Zoom transcripts, corrected transcripts, prior versions and translated transcripts; signed donor agreements (containing personally identified information such as signatures and full names); metadata associated with digital files (names of participants and interviewers); a spreadsheet of interview details and interviewee contact information; unpublished sample interviews for training purposes; and a README document that explains the restricted documentation, file names, and protocols for arranging access to restricted documents.

Ethics and Legal Compliance

How will you manage any ethical issues?

Participants in the **UTSA COVID-19 Oral Histories Project** consent to donate their interviews for historical and scholarly purposes and agree to making them publicly accessible as part of a donor agreement, however the interview topics (e.g. biographical information, effects of pandemic on employment, daily life, and family life) may reveal sensitive information that participants may want to anonymize upon completion of the interview. Once interview transcripts have been translated and edited, participants have the opportunity to review video recording and correct the transcript for errors.

Donor agreements will be retained and deposited as part of the project's documentation in the institutional repository, with restricted access to preserve the confidentiality and privacy of participants.

How will you manage copyright and Intellectual Property Rights (IP/IPR) issues?

Access rights for copyright and IP are managed through the project's Donor Agreement with each participant. As part of the Donor Agreement, participants agree to grant Dr. Whitney Chappell, the director of the **UTSA COVID-19 Oral Histories Project**, exclusive rights of reproduction, distribution, preparation of derivative works, public performance, and display in print, visual, electronic, or other available media including the internet.

Storage and Backup

How will the data be stored and backed up during the research?

During research and interview collection, interview and transcription data is stored via Zoom cloud storage and other project documentation is stored and backed up on a shared Google Drive. Once interviews and transcripts have been completed, video, audio, and transcript files are transferred by team members from Zoom cloud storage to the project Google Drive for review. Throughout the research project, team members will collaborate and contribute to the research via Google Drive and the Zoom teleconferencing platform.

How will you manage access and security?

Both Zoom and Google Drive institutional licenses require users to create licensed accounts for logging in, creating, and storing files as part of UT information technology services. The project director is responsible for creating, sharing, and adding team members to the project cloud storage and is primarily responsible for authorizing collaborators secure access to and depositing project data. Both Zoom and Google Drive are accessed by collaborators through enterprise licensing accounts that ensures secure, encrypted, data storage with two-factor authentication for each project team member. Each project team member has participated in interview training that includes instruction on managing, securing, and ensuring security of project data.

Upon completion of the project, Zoom recordings will be automatically destroyed, and the project director will manage public access documentation deposit and restricted documentation access under the direction of the UTSA libraries.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The primary research goal of the **UTSA COVID-19 Oral Histories Project** is to provide online access to the project's oral history interviews and transcripts, as well as translated interview transcripts. In order to ensure this access, the donor agreements for each interview, as well as finding aid summary listing the interviews and describing the background and motivations of the project.

What is the long-term preservation plan for the dataset?

Upon completion of the oral history interviews collection, transcription, and translation, the project's research data and related documentation is to be deposited as a project in the Texas Data Repository. Donor agreements and any project documentation containing sensitive information (e.g. original, uncorrected transcripts) will be managed by the project director, Dr. Whitney Chappell under the guidance of the UTSA libraries.

Data Sharing

How will you share the data?

The project data will be primarily shared two ways: 1) interview recordings, transcripts, translated transcripts, and project documents will be made available for access, download, and citation at the Texas Data Repository; and 2) in a future iteration of the project, the interviews will be made available online via a project website as a digital collections exhibit via institutional repository exhibit software (e.g. Omeka, Murkutu).

Are any restrictions on data sharing required?

No restrictions on sharing these public interviews, transcripts, or translations are required.

Responsibilities and Resources

Who will be responsible for data management?

Throughout the lifetime of the project, the director Dr. Whitney Chappell will be primarily responsible for implementing this data management plan. Team members who are interviewers, will be primarily responsible for collecting interviews, creating documentation, shepherding transcription review. Dr. Chappell will consult with data management advisor, Dr. Amelia Acker on implementing the plan, deposit, and preparation for publishing. Dr. Chappell will consult with UTSA libraries regarding long-term curation upon completion of the project.

What resources will you require to deliver your plan?

For this current iteration of the DMP, Dr. Whitney Chappell will oversee the research team in their collection, transcription, and translation of oral history interviews. Team members will follow the plan for description, versioning, and file naming outlined in this DMP document.

Upon completion of the interview transcriptions and translations, this data management plan should be revisited to evaluate future resources and expertise necessary to support an online project exhibit. The project director will assign metadata responsibilities to a team member who will be responsible for metadata generation guidelines (e.g., DublinCore or PBCore) and hand-off plans for UTSA archivists, librarians, or repository managers.