

## **Data Retention Policy for the Research Technology Support Facility**

All data generated from analyses conducted by the RTSF will be made immediately available to researchers in either an electronic form (web, FTP) or on a recordable media (CD, DVD, or other USB-recordable devices) upon request. It is very important that all researchers make archival copies of their data as RTSF will retain data **for only 6 months** from time of collection. We suggest that you make at least two copies of your data and store them in separate locations. **All data will be deleted after six months and will no longer be available.**

**Effective March 1, 2007, all data collected before July 1<sup>st</sup> 2006 will be deleted** from all RTSF computers and will no longer be available. This includes all sequencing (Finch), Genescan, RT-PCR, Affymetrix data, Proteomics, and Mass Spectrometry data. Please make copies of these data immediately, or contact us for copies of data that are not available on-line.

For help or information contact:

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