

## Data Management Plan

### 1. Roles and responsibilities

Project director Bethany Nowviskie will have primary responsibility for determining which kinds of information generated from *Speaking in Code* constitute data (according to NEH's guidelines) in need of preservation. These decisions will be made at least three months before the end of the grant period. She will be guided by expert consultants from the UVa Scientific Data Consulting Group, headed by Andrew Sallans, Head of Strategic Data Initiatives, UVa Library. Long-term stewardship responsibility for the project white paper and other data eligible for deposit will lie with the University of Virginia Library's Libra repository managers, including Anne Houston, Director of Humanities and Social Science Services.

### 2. Expected data

Data is likely to include curricular materials for the summit, a white paper, and various other informal, open-access publications by summit faculty and participants. Data types will include plain text files and PDFs, ready for Libra deposit and distributed version control using *git*. During the project's lifetime, information inappropriate for versioning on GitHub will be stored on servers maintained by the Scholars' Lab and backed up nightly, as well as on a commercial cloud drive maintained by the project director. The *Speaking in Code* website itself will be designed according to the high standards maintained by UVa Library's Digital Curation Services and recommended by the Scholars' Lab to its faculty and student patrons.

### 3. Period of data retention

As per University of Virginia records management policy RES-002 and internal practice, all notes and records relating to this grant will be stored by UVa Library's Management Information Services for a period of five years after completion of the project. No embargo periods are anticipated for information generated as part of the summit, and reflective data (in the form of reports, white papers, and statements) will be released in open access format as soon as they have been prepared for public consumption.

### 4. Data formats and dissemination

We anticipate releasing and preserving the project white paper as a PDFa file, as required by UVa Library's Libra repository. Other data format decisions will be made based on an assessment of target audience needs and expectations, and will likely include Markdown files made available for forking and pull requests in the Scholars' Lab's GitHub repository, and reproduction on others' websites.

### 5. Data storage and preservation of access

As advised by colleagues at the University of Virginia Library and described above, we will deposit relevant data in UVa's institutional repository, Libra. Nowviskie will submit necessary administrative and descriptive metadata to make the project whitepaper and related information findable and accessible to future users. While UVa Records Management protocol specifies a 5-year retention period for all grant-related material, the Library and UVa Information Technology Services plan to preserve content deposited in Libra is anticipated indefinitely. The Libra backup plan provides for data redundancy including off-site storage, and UVa is a partner in DPN, the Digital Preservation Network and APT, the Academic Preservation Trust.