

7. Data Management Plan

Curating East Africa will generate two different types of data. First, the project will generate meeting records, proposals, and administrative records associated with the project. Second, the project will generate software code. Each of these materials will be organized, managed, shared, and stored in a different fashion, respecting common practices in each area.

The project will generate administrative records. Administrative Records include emails, correspondence, meeting notes, and other communications. These administrative records will become the basis for a published project white paper. The raw materials from meetings will be printed and retained for a period of five years beyond the finish date of the proposal, in accordance with the Ohio Revised Code, Section 149.33. Eventually, these materials, along with the white paper, will be archived at Cleveland State University, in a publicly accessible archive. The white paper will be archived in the Cleveland State University Library's open-access BePress digital commons and immediately available online upon publication.

Source code for the Curatescape framework, including the original tools for Omeka and the new tools for WordPress, will be open source and made publicly available on GitHub, where interested scholars and developers may track its version history, submit modifications, report issues, and create their own derivative projects. This code will also be preserved on a private server that is backed up daily. After five years, these coding materials will be retained in electronic form, in accordance with the Ohio Revised Code, Section 149.33. At the end of the project period, this code will be archived at Cleveland State University, in its original format, which will be publicly accessible by request.

Responsibility for data management during the project period rests with Dr. Mark Souther, the project director. At the end of the project period, Dr. Souther will pass the materials along to the CSU Library, which will make the appropriate archival arrangements. At that point, the materials will become the property of the CSU Library, which will provide appropriate citation information to users.

The Cleveland State University Library archives materials in multiple places, depending on the particular collection. Print materials will be maintained by the library in long-term storage. Electronic materials and publications will be published within the University's BePress or ContentDM systems. Software code will be housed on servers, updated daily, and referenced through print and digital catalog. Direct downloading of materials may not be possible for electronic materials, such as software code. The rest of the material will be downloadable.

Finally, the Department of History & Archaeology at Maseno University will retain ownership of all its content generated for the project, including interpretive text, images (except those used with permission from another copyright holder), and audio and video recordings and excerpted clips derived therefrom. Also, Maseno University will place a copy of the white paper and other reports generated by the project into their respective print and digital archives.