

GCC Flow and Mass Cytometry – Data Policy (Backup/ Storage and Recovery)

1. All users must backup their data off the instrument at the end of their run. This can be done during the cleaning phase.
2. Box is the preferred method; all users are provided a Box account via their university credentials
3. Data (excluding templates) stored on the instruments will be deleted on a monthly basis; i.e. for January's data this will be deleted in March.
4. All users are required to save their experiments into specified lab folders on C: drive.
5. Data will be retained for 5 years on the core designated external drive and then deleted; this will happen on a rolling monthly basis.
6. Users may request recovery of files which will be delivered at core staff's convenience.
7. The flow core highly recommends saving your experiments as Templates.

Data Recovery can be requested by emailing: rtritz@augusta.edu