

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Guideline for Storing and Preserving Research-related Materials etc. at the University of Tokyo

Established January 28, 2016
Board Resolution

Article 1 (Purpose)

The purpose of this guideline is to establish the basic instructions concerning storage and preservation of research-related materials etc. at the University of Tokyo based on the “Rules Regarding Prevention of Research Misconduct at the University of Tokyo” (hereinafter referred to as “the Rules”).

Article 2 (Definition)

The definition of the terms listed in this guideline shall be governed by that of the Rules.

Article 3 (Scope)

This guideline shall apply to research-related materials etc. for following types of and similar articles:

- (1) Articles published in academic journals with peer review
- (2) Academic thesis
- (3) Scientific products which shall be consider as the same as the previous two items according to the general practice of the research area

Article 4 (Structure of Responsibility)

1. Research-related materials etc. shall be stored and preserved in principle by the researcher who made article concerned.
2. The department manager shall take necessary measures for the storage and preservation mentioned in the above paragraph.

Article 5 (Period for Storage and Preservation)

1. The period for storing and preserving research-related materials etc., in principle shall be provided as follows unless otherwise provided separately by each department or each research area according to their characteristics.
 - (1) Documentation such as paper and documents, numerical data and images etc.: 10years
 - (2) Tangible objects such as experimental specimens and samples etc.: 5 years
2. The periods specified in the above paragraph shall be counted from the day the article etc. is published.
3. The period for storing and preserving research-related materials etc. provided separately by law or contract shall be abided above all else, regardless of the provisions provided in paragraph 1 of this article.

Article 6 (Method of Storing and Preserving Research-related Materials etc.)

1. Method of storing and preserving research-related materials etc. shall be provided by each department or each research area taking in consideration of the limitation of storage space and the expense for storage and preservation.
2. Suitable measures shall be taken with regards to research-related materials etc. stored and preserved by a researcher, e.g. saving duplicated copies or confirming its location, in the event of the researcher retiring or transferring to another location..

Article 7 (Others)

All matter necessary for the storing and preserving of research-related materials etc. shall be provided separately by each department or each research area in addition to the provisions of the preceding two articles.

Supplementary Provision

This guideline shall come into effect from January 28, 2016.