

# Inter University Centre for Astronomy and Astrophysics

## Data archival policy

### ◆ Purpose

Archiving data is the act of permanently moving unused data from a highly utilized device to a long term alternate storage device. Unused data is the data that has not been used within a specified time frame. The length of the time frame can vary greatly from weeks to years and is dependent on data volume and available storage capacity. The main purpose of data archival is to make maximum space available on highly utilized device. This document describes the scope and the policies used for data archival at IUCAA.

### ◆ Scope

- This policy applies to DataDirect Networks (DDN) storage and will cover following areas
  - /data1
  - /Faculty
  - /Pdf
  - /Student
  - /Iucaa
  - /Associates

### ◆ Policy

- Data will be divided into following categories:
  - Documents (doc, pdf, xls, txt, etc)
  - Images (fits)
  - Codes (c, cpp, f, f90, py, etc)
  - Binary data (bin, dat, etc)
  - Other data
- Document that are not accessed for 4 months should be archived; if not accessed for next 6 months should be moved to an off-line backup storage.
- Images that are not accessed for 4 months should be archived; if not accessed for next 6 months should be moved to an off-line backup storage.
- Codes will not be archived.
- Binary data that are not accessed for 4 months should be archived; if not accessed for next 6 months should be moved to an off-line backup storage.
- Other data will be treated as binary data, binary data's policy will be applicable for it.
- Object file ending with .o extension and core files will not be archived.
- Files with extension such as .jpg, .mp3, .mp4, .gif, .png will not be archived. If it has not been accessed for 12 months, it will be deleted.
- All core & file with extension .o (object files) will be deleted once a week.