

Emory + Pediatrics/Winship – 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. OneDrive is the preferred method; all users are given 5TB of free storage with their Emory Account (25TB using the labs Teams account).
3. Data (including experiments) 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 name their experiments according to their lab policies. (Experiment_001 or variations of are not valid experiment names and makes it harder for us to search for them).
5. Data is backed up nightly to the Flow Core NAS.
6. Data will be retained for one year on the NAS and then deleted; this will happen on a rolling monthly basis.
7. For a fee, users may request recovery of files which will be delivered within 72hrs of the request. Users will be required to fill out the Data Recovery Request form.
8. The flow core highly recommends saving your experiments as Templates.

Data Recovery can be requested by filling out this form: <https://forms.office.com/r/TeVGV0RNbT>