

*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.

Guidelines for the Preservation of Research Materials

July 24, 2018

Office for the Prevention of Misconduct in Research Activities

1. Purpose

These Guidelines set forth the necessary matters concerning the purpose, method of storage, period of retention, and disclosure of research materials to ensure the proper conduct of research activities with an awareness of the University's public mission and social responsibility and consideration of the characteristics of the University as a place of learning for the humanities and social sciences, in accordance with the Guidelines for the Prevention of Misconduct in Research Activities of Tokyo University of Foreign Studies.

2. Purpose of Preservation of Research Materials and Characteristics of the University

(1) The purpose of preserving research data for reasons of research integrity is to enable researchers to prove the legitimacy of their own activities and to enable investigators to verify original data in the event of any suspicion of misconduct in research activities. For this reason, there is no obligation for researchers to retain research materials that are not used for published research papers or not intended to be used as such.

(2) These Guidelines do not preclude the voluntary stipulation of materials for preservation and periods of retention beyond those specified in these Guidelines for research materials based on the researcher's own research activities.

(3) Considering the characteristics of the University as a place of learning for humanities and social sciences, the preservation of raw data, experiment/observation notes, experiment samples, reagents, or other materials which are common in science fields is rarely a problem. However, the University must also give maximum consideration to the preservation of research materials related to research activities to the extent appropriate to the characteristics of the field.

3. Preservation of Research Materials

(1) The preservation of research materials such as research papers, reports and other records that form the basis for the presentation of research results must be managed in an appropriate manner so that they can be used and verified at a later date.

(2) For preservation purposes, care must be taken to organize metadata (data describing information about research materials) so that this can be utilized and referred to at a later date, and to ensure searchability and traceability.

4. Retention Period of Research Materials

(1) Research materials of which survey material and numerical data used as the basis for writing a research paper shall be retained for 10 years after the publication of the paper, in principle, in accordance with the general retention period for research materials in scientific fields. Digital data shall be stored in a reusable format by organizing and managing metadata and creating backups as required.

(2) Notwithstanding the provisions of the preceding paragraph, paper-based materials may be disposed of to a reasonable extent if its continued storage is deemed to be difficult due to unavoidable circumstances such as limitations on storage space.

(3) For data that is not used as the basis for publication of research results in the form of, for example, a research paper, or data that is not intended to be so used, the retention period shall be at the discretion of the researcher.

5. Responsibilities

(1) Research materials and other records must be stored and managed responsibly by the researchers who created them.

(2) The lead researcher of a joint research project such as a Grant-in-Aid for Scientific Research shall, in the event of the departure or resignation of a researcher in their group, consult with related parties regarding any research materials or records requiring preservation. In addition, the lead researcher shall take measures such as backing up and storing the research materials, confirming the location of the research materials and making sure they are traceable.

(3) The President or a person designated by the President shall take the measures described in the preceding paragraph when a lead researcher or contributing researcher of a joint research project such as a Grant-in-Aid for Scientific Research leaves the University or retires.

6. Disclosure of Research Materials

Researchers and research leaders must be able to explain the appropriateness of their research with scientific evidence and disclose research materials and records as necessary, if so requested by the investigative committee regarding research results published in the form of research papers or similar. In addition, they shall remain responsible for doing this after leaving the University or transferring to a different university.

7. Handling of Research Materials

The method of handling research materials shall be determined by each department as required, based on these Guidelines and taking into consideration the characteristics of the research field, the opinions of the research community, and the circumstances of each department.

8. Other

(1) Where the handling and period of safekeeping of personal data, research materials, or similar documents are set forth in laws and regulations, these stipulations shall be followed. In addition, if there are special arrangements in place with a funding agency for a particular research project, these arrangements shall be followed.

(2) Notwithstanding the preceding paragraph, if the safekeeping period specified in laws, regulations, or other agreements is shorter than the period specified in these Guidelines, this specified period shall be the safekeeping period of the research materials.

9. Enforcement

These Guidelines shall come into effect as of July 24, 2018.