



Data Archiving

*BROUGHT TO YOU BY THE DATA
COORDINATION TEAM*



What is archiving data?

The process of archiving data is about taking your dataset and supporting metadata files from digital objects on your local workstation to being digital objects registered in a long-term, high-quality, public repository.

Why archive research data?

Sharing data benefits the researcher, community, and the public, with advantages like:

- A DOI for permanent identification and citations
- Amplifying the impact of research funds
- Improved reproducibility and comparability of research
- Check out www.dataone.org for more!



Start by defining the data materials

After reviewing the results of a research effort, consider what materials are interdependent and build a comprehensive picture. These may include: raw data tables or databases, code scripts, field notes, etc.



Create Metadata

Describe the selected products for preservation. This includes standardized terms, defining variables, creating data dictionaries, and including units. It also includes a summary of the collection/wrangling methods.



Review and Format

Ensure the pieces of the data archive are in standard, non-proprietary formats. Be sure to test the files for functionality and completeness to your satisfaction, without passwords or personally identifying information.



Submit

Complete the metadata, review and format of files and finalization of data. Then, following the guidelines set out by the chosen repository, upload the files or notify your data Coordinator at TetraTech.

Archiving Considerations



- Reuse is the goal!
 - The FAIR data practices provide guidelines at www.go-fair.org.
 - The CARE data model provides guidelines for Indigenous Data Governance at www.gida-global.org/careprinciples.
- Plans pay off! Data management plans prompt protocols like file naming and formats from the beginning, smoothing the way for publishing. Contact TetraTech's data coordinators or check out dmptool.org.



Final words

According to Digital Science, 81% of researchers support open data. More about this can be found in [State of Open Data 2025](#).