*RTF Legacy Data – Heat and Energy*

Data Management Plan

*May 19, 2017*

Table of Contents

[Context 2](#_Toc482607350)

[Title 2](#_Toc482607351)

[Data Collection 2](#_Toc482607352)

[Policies 2](#_Toc482607353)

[Responsibilities 2](#_Toc482607354)

[Organization of data 2](#_Toc482607355)

[Documentation and Metadata 2](#_Toc482607356)

[Data Documentation 2](#_Toc482607357)

[Metadata 3](#_Toc482607358)

[Storage and Security 3](#_Toc482607359)

[Preservation and Sharing 3](#_Toc482607360)

# Context

## Title

Purpose: RTF Legacy Data – Heat and Energy

Funders: no longer funded

**Duration: September 2008 – January 2011**

Folder Locations: \\cabin\CCHRC\Building Science Research\Projects\RTF Data Management

Proposal Documents: none

## Data Collection

This project started with the construction of the original RTF in 2006. Data collection has been ongoing since 2006 although there have been many changes made along the way.

## Policies

Data in this project has been collected using Campbell Scientific CR1000 dataloggers. It is in timestamp tables. Unless the data collection is ongoing all the data has been put in the Archival Data Files tab.

## Responsibilities

CCHRC’s data manager is responsible for making certain all the data is put into the data system at ARSC. Questions about the data should be directed to the data manager.

# Organization of data

#### File structure

The CSI loggers output .csv files organized by date. The .csv files can be exported to Excel for analysis

#### Naming conventions

There are no naming conventions in the archival data. Ongoing data will start with RTF\_thespecific project\_units.

#### Formats and Units

All numbers will be no longer than 4 values after the decimal place. The data will be stored as a .csv.

#### Versioning

Raw data files will be saved in the data file within the project file. Any analyzed data will have the date of the analyzed data in its name. Data should not be overwritten if new analysis takes place, a new version of the data should be saved with a new name that includes the date.

# Documentation and Metadata

## Data Documentation

All digital data and documentation for this project will be stored here http://www.cchrc.org/research-data-system

## Metadata

Data on the sensors in this project will follow a very specific format. There will be a spreadsheet of data standards for each table of ongoing data collection.

#### Data Standards

The data standards include details about each sensor, its purpose, and location.

# Storage and Security

Sensor data will be stored on the ARSC server for CCHRC and accessible here, http://www.cchrc.org/research-data-system

# Preservation and Sharing

Sensor data will be stored on http://www.cchrc.org/research-data-system. Final data analysis and reporting will be available on the CCHRC website when the project is complete.