

Nishina Center for Accelerator-Based Science  
Guidelines for maintaining research records  
Effective January 1, 2015

*This is a translation of the Japanese original and is for information purposes only.*

November 27, 2014

Nishina Center for Accelerator-Based Science

Article 1 Purpose

These Guidelines set forth the timing, methods, and other matters related to checking research records within the Nishina Center for Accelerator-Based Science (RNC), as required by the RIKEN Regulations on Maintaining Research Records (2014, Reg. No. 67).

Article 2 Definitions

1. "Employees" refers to permanent and fixed-term personnel and others involved in carrying out RNC's operations.
2. "Person responsible for preserving records" refers to a permanent or fixed-term RNC employee appointed by the RNC Director to be responsible for the preserving of research records.
3. "Person responsible for supervising the preservation of records" refers to the head of the laboratory to which the person responsible for preserving records belongs.
4. "Experiment records" refers to the data generated by experiments and other relevant information, such as the conditions under which the data was generated.

Article 3 Preservation of experiment records

1. The person responsible for preserving records must take measures to store and protect from damage experiment data generated with RNC equipment and facilities. Digitized data must be stored on a server or servers designated by the RNC Director, and non-digitized data must be stored in shelves or racks owned by RNC. These provisions do not apply, however, in the case of experiment records separately provided for by the RNC Director.
2. The Research Instruments Group, Computing and Network Team is responsible for maintaining and operating the servers designated by the RNC Director for the preservation of experiment data.

Article 4 Handling of experiment records for experiments using instruments and facilities that are not under RNC jurisdiction

Experiment records for experiments using instruments and facilities that are not under RNC jurisdiction must be appropriately stored as required by the organization that manages the instruments and facilities, and when necessary, copies of the records shall be stored in RNC.

Article 5           Checking on storage conditions of experiment records and inspections

1. The person responsible for supervising the preservation of records must confirm once a year that the person responsible for preserving records is properly implementing measures to maintain research records.
2. The RNC Research Ethics Education Officer shall periodically interview the person responsible for supervising the preservation of records to confirm the state in which records are being kept, and when necessary shall inspect the research records to confirm that they are being appropriately stored and maintained.
3. RNC employees must cooperate as required by the Research Ethics Education Officer when the Officer is carrying out such inspections.

Article 6           Related regulations

Other provisions regarding the preservation of research records at RNC are stipulated in the RIKEN Regulations on Maintaining Research Records, Regulations for Tangible Property Derived from Research (2006, Reg. No. 19), and the directive Provision and Receipt of Tangible Property Derived from Research (2006, Dir. No. 8).