“Digital research data of long term value arising from current and future research should be preserved and remain accessible for current and future generations.”

A data principle of the Research Information Network (RIN)

What are the benefits?

A data audit enables an organisation to:

› appreciate the full extent of its research data assets
› monitor holdings and avoid data leaks
› manage risks associated with data loss and irretrievability
› develop a data strategy and implement robust data policies
› improve workflows and benefit from efficiency savings
› realise the value of data through improved access and reuse

Do you want to get the most from your research data?

Four steps to effective data management

To learn more about the Data Audit Framework and start using the online audit tool, visit our website at:

www.data-audit.eu

For additional support and general enquiries please contact us at:

info@data-audit.eu

Specific Data Audit Framework training courses will also be provided on request in collaboration with the Digital Curation Centre. Please email:

info@dcc.ac.uk

Further details and the online tool are available at:

www.data-audit.eu

Developed with JISC funding in a project led by HATII at the University of Glasgow in conjunction with the Digital Curation Centre
The **Data Audit Framework** provides a methodology and online tool to identify research data assets and find out how they are being managed. This information will enable organisations to develop a data strategy so their assets are preserved and remain accessible in the long term.

What is a data audit?

...a process to identify, locate and assess the management of data assets.

It is likely to take up to 3 weeks depending on the volume and complexity of holdings.

The audit produces an inventory of research data assets and a report with recommendations to improve future data management.

The Methodology

Four steps to effective data management

1. **Planning the Audit**
   - A business case is developed, meetings scheduled and preliminary research conducted. The online tool has a calendar and address book to schedule meetings and track progress.

2. **Identifying and Classifying Assets**
   - An inventory of assets is created in this stage. The online tool can generate and circulate a questionnaire to help populate the inventory.

3. **Assessing Management of Data Assets**
   - Vital assets are assessed in detail to investigate data management approaches. The online tool pulls through information already collected.

4. **Reporting and Recommendations**
   - A report with recommendations is created. The tool analyses data collected to produce statistics and generate an appendix.