

# SciLifeLab Guidelines for Deletion of Project Storage

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Please send any feedback regarding obscurities, inconsistencies or mistakes in this document to [FAIRstorage@scilifelab.se](mailto:FAIRstorage@scilifelab.se)

## 1 Introduction

This document addresses the process regarding deleting project storage within SciLifeLab FAIR Storage resources.

When a storage project ends, it is typical to extend it by applying for a continuation project.

## 2 Project Storage without extension at the End of Project Period

The project associated with the storage concludes on date *D*. If the Principal Investigator (PI), their proxy, or the responsible party at the relevant academic institution has indicated that the project can be deleted, it is removed.

At *D*-30 days, the PI and, if applicable, the proxy PI receive a warning that the project is nearing completion. As soon as data stored within the project is deleted, extended, or linked to another project, reminders to the PI and others cease as outlined below, and the deletion process is finalized.

At *D*, or as soon as possible thereafter, an email is sent to the PI and project members.

At *D* +30 days, the project is safeguarded against additional storage. Project participants should still be able to read and delete data. Technically, this might be achieved, for example, by setting the quota to zero. Email notifications with information to the PI and project members are sent every 7 days.

At *D* +60 days, or as soon as possible thereafter, the directory becomes invisible to project participants. At the same time, PI and/or proxy is contacted (if reasonably possible) to confirm that they have received the information about the project's impending deletion. Reasonable efforts may be assessed case by case, with a maximum of 2-3 hours of work during the period from *D* +60 to *D* +90. Both the contact methods outlined in SUPR and other channels, such as through the home institution, colleagues/supervisors of the PI, phone, or other means, can be used. In cases where the PIs research data office is known, they are also informed.

If there are valid reasons to extend the project's termination period, the PI may apply for an extension.

In other cases, data is deleted after *D* +90 days.