

NUSeq Data Retention Policy Acknowledgment

Due to the exponential growth in data volume and limited storage space at the University, **NUSeq can no longer store user project data indefinitely**. After a thorough review of our current data policy and in consultation with leadership, the Core is implementing the following changes to our data retention policy, effective for all new projects starting from **Fiscal Year 2026**:

- **Data Availability in SharePoint:** All NUSeq project data will be accessible to researchers via SharePoint for a period of **six (6) months** following data delivery. During this time frame, users are responsible for downloading their data, verifying its integrity, and securing long-term storage. If additional processing by NUSeq is requested after data delivery (e.g., submission to public repositories), users must supply all necessary files.
- **Data Archiving:** After the initial 6-month SharePoint access period, data will be archived for an additional **12 months**. During this period, FASTQ files can be regenerated from the archived data for a fee.
- **Policy Agreement Requirement:** All users and principal investigators must sign the updated data retention policy before initiating a new project.
- **Optional Data Upload Service:** NUSeq offers a service to upload raw and processed data to public repositories, such as GEO, to provide an alternative for long-term data storage.
- **Legacy Data (Pre-FY2026):** For data generated prior to FY2026, users are strongly encouraged to verify the integrity of their local copies and contact NUSeq promptly if data transfer assistance is needed. As we continue to allocate space for new projects, **data generated prior to FY2026 may be deleted and become irretrievable**.

Thank you for your understanding and cooperation.

NUSeq Core Facility

By signing below, I confirm that I have read and agree to the information provided above.

Signature: _____

Printed Name: _____

Email: _____

Date: _____