**Peace by Separation: The Origins and Evolution of the Romulan Neutral Zone 2156-2266**

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1. **Types of Data, formats and expected volume**

To undertake this research I will primarily be using secondary qualitive sources such as diplomatic letters, captains logs, diaries and the witness accounts recorded in historical texts. As this is secondary data which is not held by myself I will not need to care for this data during my project. I will keep my own copies of accounts in the form of notes on my PADD and as virtual images using my Starfleet provided tricorder. At the moment I am uncertain of the volume of this.

I have set up my PADD and the tricorder to automatically back up to the LARCS system and will check that this is running smoothly before research visits. I will create copies on Isolinear chips. It is expected that there will be approximately 5-7 Isolinear chips. This is well within the resources provided by Starfleet.

1. **Collection and transfer**

Most of my data is held in the Eternal Gallery and Archive, open to all species, The Kelvin Memorial Archive, the Federation’s Fleet Museum and the Starfleet Archives. As I will need to use a transporter and in some cases travel by warp drive time, I will get in touch with the keepers of the collections in advance of booking my trips to discuss access to the resources I need. This will ensure access to the sources I require, maximise my time at the archives and, if possible have a copy sent via LARCS which I can read off of my PADD. This will be especially important for the Eternal Gallery and Archive, as it moves location and wider political elements could limit access

During my visits to the respective archives I will make my own copies of the resources required through notes on my PADD and as virtual images using my Starfleet provided tricorder. Conversations with the keepers of the archives will be recorded using my communicator and a summary created on my PADD within 24 hours. I will make sure to have my PADD, communicator and tricorder on trips and that they are fully functional with backups being linked to my LARCS for each visit. I will also ensure that I have permission to take notes and virtual images back to my research base for use in my thesis. This will be requested when arranging my research visits.

Due to the time that has elapsed since the “Balance of Terror 2266” there will be no sensitive or confidential information in my data or thesis.

1. **Storage, Backup and Access**

I will store my PADD, and tricorcer in my secure accommodation and when travelling on my person or in my accommodation. I will not carry them unnecessarily, eg returning them to my room before joining a colleague for dinner. Due to its nature, I will carry my communication device with me, the recorded conversations will be removed from the device and uploaded to LARCS immediately after completion. Both have been set up to back up automatically to LARCS. I will create a copy of my data onto a Isolinear chip after every major research visit or 7 stardates, whichever is first.

To keep track of these I will organise them according to stardate created and content eg Stardate-NotesFromBookTitle or Stardate-NotesFromAccessionNumberP#

1. **Documentation**

The documentation needed for others to understand my notes and virtual images will be included in my notes and file naming practice. At the top of each page of notes for each item I will write the title, author and publication stardate which is then included with any version of the notes. For the virtual images, these will be named via the stardate taken and the title of the book or archive number being recorded as a result this information will be included.

I will make sure I keep my bibliography up to date with a note of any library references. This will be kept on my PADD.

1. **Main risks to data security and how these will be mitigated**

The only threat to security is risk of loss. Details of steps I will take to prevent this are above. I will get permission to take notes and virtual images and remove them from the archive with the holders of the collection.

1. **Long-term data retention, preservation strategy and destruction**

As I am making copies of secondary data, for which I don’t have permission to share publicly, these will be kept by myself for my own research and destroyed when no longer relevant to my work.

The difference to this will be the summary of my conversations with the archive/library holders. The original recordings will be deleted when the summaries have been written. A copy of these will be preserved as an appendix to my thesis.

1. **Sharing and Publication strategy (including restrictions and delays)**

As I am using secondary data I will include a Data Access Statement referring to the libraries and archives which hold the information. My bibliography will include the resources from these I used and the summaries of the conversations will be in an appendix.