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# The Betts-Reynolds Family in Retrospect

*A Data Management Plan created using DMPTool*

Creator: Joanna McCloud

Affiliation: Johns Hopkins University (JHU)

Template: National Endowment for the Humanities (NEH)

Last modified: 04-18-2015

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## **Roles and responsibilities**

Anyone may participate in the Betts-Reynolds genealogy project. All contributions are to be submitted to the main researcher for verification. The main researcher is responsible for collecting, maintaining, curating, and archiving data.

## **Expected data**

Text files, photographs, tax forms, military records, marriage licenses, correspondence, obituaries, birth notices, cemetery records, census records, ship logs, newspaper articles, and other historical documents.

## **Period of data retention**

Indefinitely.

## **Data formats and dissemination**

The chosen file formats will be text and JPEG. Metadata from the Library of Congress Subject Headings and personal choice of the head researcher will be written within the text and JPEG properties. The data will be available on family history websites with no permissions necessary beyond access to the site. Extremely sensitive information will not be included such as social security numbers, addresses, or telephone numbers of family members, although email addresses will be available for those who wish to include them.

## **Data storage and preservation of access**

The data will be kept on ancestry.com and any other genealogy website that proves to be valuable. Back up storage will be on one main computer, two external hard drives, and Carbonite indefinitely. Data selected for inclusion must pass a verification process and will be considered part of the body of work that will be preserved indefinitely. Metadata tagging will be used to make the data easier to access. Related maps and historical information for locations involved will be added to the genealogical data.