

This document outlines policies for data storage and removal during operations at FTBF.

In advance of an experimental run, users should notify FTBF staff of any data storage needs on facility resources. Users can be granted access to local DAQ data disks in a designated folder. **These disks ARE NOT backed up.** It is strongly recommended that users transfer data from FTBF machines to a long-term storage solution as soon as possible. If a user's data storage needs will exceed 1 TB, special arrangements should be made with staff.

When a run period ends, all data should be removed from FTBF machines as part of decommissioning. DAQ and analysis code, and macros can be left in user directories for future runs. If a user needs to store data on FTBF machines past decommissioning, they should make arrangements with staff specifying the disk space needed, duration of use, and the location of data files. Disk space priority is given to running experiments. If a disk fills, FTBF staff will contact users and request cleanup. Facility staff will not delete user's data but may move files and notify users if an emergency space issues arise.

If a user requires long term data storage at Fermilab, FTBF staff can assist in identifying appropriate resources at the lab.