

This document captures the items we've discussed as being suitable to be on a list of best practices.

**Repository scope statement** (from June 17, 2019 calls)

This should contain:

1. what is accepted
2. what is not accepted
3. (possibly) exceptions to either/both of the above

**Retention policy** (from June 17, 2019 calls)

This should contain:

1. length of time to retain metadata and/or files
2. under what conditions metadata and/or files are removed
3. who has the responsibility and ability to remove information (author? repo manager?) (addition from July 11, 2019 late call)

**End-of-life policy** (from June 17, 2019 calls)

This should contain:

1. under what circumstances the resource would close
2. what consequences would result from closure
3. what happens to the metadata and/or the software artifacts contained in the resource
4. if long-term preservation is expected, where metadata and/or software artifacts would be migrated for preservation
5. how the migration would be funded

**Publish metadata schema used** (from July 11, 2019 late call)

This should contain:

1. Statement such as "we use this schema" (codemeta or schema.org or whatever) and a link to that schema's site if it's a standard schema or its documentation if it's not.
2. Characteristics of the expected metadata (e.g., does a link to the license go in the field, or the name of the license)

And be:

1. machine readable
2. cross-walkable with published standard schema

**Conditions of Use policy** (from August 8 calls)

This should contain:

1. Legal disclaimer
2. License and/or copyright information (for the entries/registry itself)
3. Prohibited uses (if any)
4. Attribution to registry/or project

**Privacy Policy** (from August 8 calls)

This should contain:

1. What information your resource collects and retains
2. Cookies used

3. What tracking is done
4. How the information retained is used and who has access to it

**Guidance for users/community** (from the September 12 and Oct 10 calls)

This should contain:

*Minimal metadata needed (mandatory metadata)*

Should all resources collect a minimal set of metadata? If so, what should be included?

*Ethics/Authorship policy*

This should contain:

1. Who should be listed as an author of the software
2. The policies around changing authorship
3. How authorship disputes are handled
4. What the resource will do in case of conflict