

Data Medium	Location	Frequency of Arrival	Initial Handling (within 1st few days)	Storage/Archiving	Additional Handling	Data entry and proofing
Original datasheets	Duke	Sporadic, as carried back from Kenya.	Large data gaps noted.	Filed in appropriate binders.	Follow up with Princeton to check for missing data.	Not applicable
Photocopied data	Princeton	Monthly	Data sorted and contents checked against data sent list.	Copied and filed in appropriate binders. Copies from Kenya sent to Duke. Corrections noted.	Data contents are more thoroughly checked against an itemized checklist. The Team is alerted to missing data and questions. Performed soon after receipt of data.	Much of the data is currently entered monthly during the checking process. Repro data are entered following Jeanne's sex skin scoring and all data are proofed at the end of the update period.
Photocopied data	Duke	Monthly	Check to make sure no groups or pages are missing and copies are clear and complete.	Filed in appropriate binders. Changes made to sheets per corrections from Team/Princeton.	Cross check log sheets for GPS, Psion, and Data Sent against the data to make sure what was sent matches what the Team said they sent. Check demog notes for new groves and waterholes (GPS).	All interact data are entered using the double-entry method. Agonisms, grooming, and MCEs are entered as monthly files. Upload occurs after the Princeton upload since demography data must be present first. All other photocopied data are either filed away permanently, or until their yearly entry.
Electronic data	Duke and Princeton	Variable by data type	Check for missing files and archive as appropriate.	Data is archived to the database manager's hard drive at the location where that particular data is handled.	See electronic data tab.	See electronic data tab.