Project Closure Form - Data Storage Outside of the SRE

# Project Information

Project Number:

Project Title:

Principal Investigator/Applicant:

# Research Extract (Delivery and Destruction)

Please provide details of the delivery and subsequent data destruction of the original media containing the Research Extract in the table below.

**Data Delivery Type**: *CD/DVD, Secure File Transfer, other (please specify).*

**Destruction Method**: *Mechanical Shredder, Returned to Data Steward(s), Not required (in the case of Secure File Transfer), other (please specify).*

Please complete the table below noting the examples provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Delivery Date** | **Data Delivery Contents/CD Title** | **Data Delivery Type**  | **Destruction Method**  | **Destruction Date/Return Date** |
| *e.g. March 2, 2005* | *R&PB, MSP 1999 to 2004* | *CD/DVD* | *Mechanical Shredder* | *June 1, 2011*  |
| *e.g. July 9, 2007* | *MSP, Hospital Separation 2001-2010* | *Secure File Transfer* | *Not required* | *n/a* |
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# Electronic Copies of the Research Extract

All electronic copies of the Research Extract on ALL devices throughout the entire duration of the research project MUST be destroyed by either physical destruction, or over-writing. Please provide details of the data destruction of the copies of the Research Extract in the table below.

**Location of Copies include:** *server, desktop, laptop, hard drive, memory stick, PDA etc.*

**Destruction Method:** *wiping software, destruction by IT dept., mechanical shredder*

**Supporting Documents:**

* *If you used the wiping software, attachments must include the data storage path(s) and log output file(s).*
* *If your IT department destroyed the data (e.g. on a server), attachments must include email confirmation from IT.*
* *If any other method used, please provide details.*

Please complete the table below noting the examples provided:

|  |  |  |
| --- | --- | --- |
| **Location of copies** | **Destruction Method** | **Supporting Documents** |
| *e.g. Laptop* | *BC Wipe Software* | *Data storage path and Log output file attached.*  |
| *e.g. Hard drive*  | *Mechanical shredder* | *n/a* |
| *e.g. Institution’s Server*  | *Destruction by IT department* | *Confirmation of destruction by IT attached.* |
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# Paper Copies of the Research Extract

All paper records of the research extract must be destroyed in a manner that leaves no possibility for reconstruction of information. The appropriate method for destroying paper records is cross-cut shredding.

[ ]  Paper records have been destroyed. Method:

[ ]  Paper records were not created.

# Archival Storage of Original Media and researcher-created files

Researchers may request to archive project data and researcher-created files on a secure Red Zone server for up to 7 years. Immediately following the archival expiry date (or Data Steward request), Population Data BC will destroy the archived project files. If Archival Storage is requested, the Researcher must transfer all files to be archived to PopData via Secure File Transfer Site.

Researchers may request a longer archival period by obtaining approval from the Data Stewards at the time of project closure, by checking the appropriate box below. All requests for archival storage will be subject to applicable fees.

**The data destruction guidelines above still apply to data in the researcher’s possession and all Research Extracts and copies must be destroyed accordingly. Confirmation of destruction is required prior to Archival Storage.**

## Archival Storage time period

[ ]  Not requesting archival storage

[ ]  Data to be archived for 7 years as per Population Data BC’s Archival Policy
[ ]  Requesting data to be archived for more than 7 years. Request to archive project files for       years. Rationale:

* 1. **Accessing the Archived Project**

Should extenuating circumstances require research results to be revisited, Researchers may request permission from Data Stewards to access the archived project during the archive period. Requirements to access archived data include reactivating ethics, submitting a request to Data Stewards, and applicable fees.

# Research Outputs:

Giving consent to publish details about your research project on our website will support our initiative of informing the public and prospective researchers of the projects that can be conducted using linked data.

Please submit a list of your research outputs’ citations:

[ ]  Research Outputs submitted at <https://www.popdata.bc.ca/forms/consent_to_publish>

[ ]  Research Outputs NOT submitted. **Rationale**:

# Declaration

I declare that I have destroyed all original media, copies of the Research Extract, derived information and paper records for the project directed by the destruction guidelines and Research Agreement in order to officially close the project. I declare that the information provided in this document is accurate, complete and correct.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PI Name (if different from Applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Project Closure – FOR POPDATA INTERNAL USE ONLY

 **Project Number:**

[ ]  Research Outputs received

**Archival Storage Confirmation**Data archived in the RedZone by PopData Systems & Security Administrator.

Archive location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confirmation of Project Closure**Archival Storage Expiry Date:
Official Closure Date: