Project Closure Form – Secure Research Environment (SRE)

# Project Information

Project Number:

Project Title:

Principal Investigator/Applicant:

# Summary of Data Release

### Please provide details of the Research Extract released on the SRE in the table below:

|  |  |
| --- | --- |
| **Data Delivery Date** | **Data Delivery Content** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Archival Storage

As per the Data Access Request (DAR v.Nov 2013 forward), Data files for completed projects stored on the SRE will automatically be archived at Population Data BC 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.

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.

## Archival Storage time period

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.

1. **Data Destruction** 
   1. **Electronic Records on the SRE**

As outlined in Section 3 above, Population Data BC will provide archival storage and eventual data destruction of your electronic records including all data files and working documents. Confirmation will be documented in the “For Internal Use” section at the end of this document. No action is required by the researcher.

* 1. **Paper Records**

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.

# Research Outputs:

Giving consent to publish details about your research project (including the resulting publications) 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 if you consent to publish:

Research Outputs submitted at: https://www.popdata.bc.ca/forms/project\_closure\_publication\_record

Research Outputs NOT submitted. **Rationale:**   
  
*If you choose to opt out and do not wish to provide consent to publish, please notify the Data Access Unit by email at dataaccess@popdata.bc.ca*

# Declaration

I understand that my project will be archived on Population Data BC secure servers and will be destroyed in accordance with the requirements of the Research Agreement at the end of the Archival Storage Period. I declare that no Data was transferred out of the SRE as directed by the Population Data BC Services Agreement and SRE policies and confirm destruction of all paper records. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Closure – FOR POPDATA INTERNAL USE ONLY**

**Project Name and 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: