Project Closure Form – Secure Research Environment (SRE)

*Please note: Capitalized terms in this form are defined in Population Data BC’s glossary of terms, which is accessible via the following link:* [*https://www.popdata.bc.ca/dataaccess/glossary*](https://www.popdata.bc.ca/dataaccess/glossary)

# 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:

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

# Snippets

Snippets is a place where researchers and data analysts are able to share various bits or *snippets* of code they have written.

These bits of code help researchers read Data into various statistical programs, derive/categorize new variables, and assist with other commonly performed tasks.

If you have snippets of code to share with researchers, please consider adding to this collective resource. To upload snippers to the collective resource hosted by PopData, please go to https://my.popdata.bc.ca/snippets/

[ ]  Snippets submitted at: https://my.popdata.bc.ca/snippets/

[ ]  Snippets NOT submitted.

# Yubikeys

A Yubikey ® is a token that forms one part of the two-factor authentication for accessing the SRE. Each SRE user is issued a Yubikey ® prior to access.

If the individuals accessing the SRE for this project are no longer working on projects in the SRE, we ask that the Yubikey ® is returned to PopData. Note that if the individuals need access for other SRE projects, they may keep them.

A Yubikey ® can be returned in person or via mail to:

Population Data BC, The University of British Columbia

201-2206 East Mall, Vancouver BC V6T 1Z3

[ ]  Yubikey ® returned to PopData for the following individuals (please list):

[ ]  Yubikey ® not returned to PopData as SRE user(s) still need it for current or future projects on the SRE.

# 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

[ ]  Snippets received

[ ]  Yubikey(s) received (if being returned)

[ ]  De-activated project group on SRE

**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:

[ ]  Archival storage by external data steward(s) confirmed.