**Archiving hard copy research data in the Faculty of Health and Life Sciences**

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**Section 1 Guidance on what to archive**

**1. Long term:** what will happen to the data after the end of your project, where will it be stored, for how long, and how to make it accessible in the long-term?

As a researcher, you will need to decide what will be made available, from raw data to final outputs.  All of this may be determined, wholly or in part, by your [funder](http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies) (if you are in receipt of external funding) and by the University’s Research Data Management Policy. While this will increasingly mean digital storage, the Faculty is aware that many research projects include hard-copy and other objects which cannot be easily digitised; this guidance is therefore to be used where digital storage is not a possibility.

It is the responsibility of the DoS/ PI to ensure that materials deposited are compliant with all relevant Data Protection and Information Security policies.

**Wherever possible, data should be recorded and stored in digital format.**

**2. During your research: where should you store hard copy records of your data and other objects required to verify your research?**

It is important that all hard copy records and physical data is stored according to the data management plan for your work. If you do not have one, or are not familiar with one that exists for your project, ask your Director of Studies or project Principal Investigator. The plan must ensure that data stored is GDPR compliant and complies with the University and Funder’s data management policies (<https://www.brookes.ac.uk/research/policies-and-codes-of-practice/>).

As a basic principal, during the project, data should be secure (from theft, tampering or access by people not involved in the work) and protected from damage (e.g. by fire or water). A locked office filing cabinet, tambour unit or desk draw will normally be sufficient. Leaving materials on an office or lab open shelf is generally NOT appropriate. During the project, data should also be accessible and use of an appropriate filing system that allows quick identification of content, not only by you, but also by others needing access to the data, is required. In general, unless very large volumes of data are being generated, the storage provided in a Faculty Office will be sufficient. If not, consult with your Director of Studies or Principal Investigator.

3. What is required at the end of your project?

It is important that you leave all your records and other objects that need to be kept in a place and form that others following you can access as required for the period (usually ten years) required. The Director of Studies (if you are a research student) or Principal Investigator are responsible for ensuring the safe storage of these materials, which for an initial period while they are required for finalising publications etc before they are archived using the system described below.

Before leaving you should:

* Consult with your Director of Studies or Principal Investigator on what is required
* Remove and appropriately destroy all materials not required for archiving and leave your office (and other work areas) clear and ready for the next occupant.
* Ensure all files and any other materials are prepared for storage. This means ensuring they are labelled with sufficient information, including dates, names, project titles/ descriptors etc to ensure that the contents can be retrieved quickly.
* Create an electronic document, shared with your DoS or PI which records all the materials to be stored, their date and length of time to be stored.

**4. Hard copy and other objects: What to archive?**

With the digital datasets to support your work residing within an appropriate repository that meets the research management policy of the funding body and University, the question now is what happens with the physical data records that remain and how, and how long should they be kept?

This will vary, depending on the project and requirements of the funder and should be discussed and agreed with the Director of Studies (if you are a research degree student) or Principal Investigator. Further advice can be obtained from your Research Lead, Faculty Research Manager or the Faculty Associate Dean for Research and Knowledge Exchange.

As a general principal you should (1) minimise storing hard copy data through digitisation, use of e-note books or similar wherever possible and (2) ensure that any hard copy items are properly archived in such a way that anyone following you can get quickly to the information contained and can be clear about the duration of storage and the appropriate disposal date and process for disposal.

**This guidance should be read alongside the guidance for the storage of electronic data (**[**https://intranet.brookes.ac.uk/research-support/research-data-management/archiving-research-data/**](https://intranet.brookes.ac.uk/research-support/research-data-management/archiving-research-data/)**).**

**Section II What does Restore Data Management Offer?**

The University has an offsite storage contract with Restore. This service offers a secure way of storing records that are not accessed regularly.

**1. Two levels of storage:**

* Standard units – Air conditioned units with fire suppressant systems, insect and rodent control.
* Climate controlled units – in addition to the standard controls, the temperature and humidity are kept at a constant level in these units.

**2. User Access Levels:**

* Read only
* Read and order for delivery
* Read, add and order for delivery
* Read, edit and order for delivery
* Read, edit, add and order for delivery

For security reasons nobody will be able to use the system unless they are a set up as a user. However the Faculty can add or remove users at any time, and the University Records Manager will check with the Faculty and update the user list annually. Users only have access to their own Faculty’s records, and access levels can be set for each user.

**Section III The Process to archive data with Restore**

**Proposed User** provides the Faculty Research Manager with the following information:

* Project name
* PI/ DoS name
* Names of others involved
* Level of storage required
* Length of storage required
* Reason for length of storage
* Funder’s name.

**Faculty Research Manager** inputs the above information on to the Faculty’s Hard Copy Research Data with Restore – Faculty Archive Record spreadsheets (shared on google drive with Users), contacts the AD, RKE for approval to fund the storage andsets up the user on the Restore web portal.

As a result of the above, each user is given a login ID and password for Restore online portal according to their access level.

Introduction to Restore Using the Site Web Portal Guidelines:

The Hard Copy Research Data with Restore – Faculty Archive Record Google drive holds a copy of Restore’s ‘Using the Site Web Portal’ Guidelines. There are also handy and very short you tube clips at <https://youtu.be/i-7K_27eF2I>. Links below will take the **User** straight to these sections:

* Logging in <https://youtu.be/wy71r_SURVk>
* Add, Edit, Search and Check out <https://youtu.be/AJdAtJBAfI0>
* View Order History <https://youtu.be/4X71mqDI_Jk>
* How to Export Data <https://youtu.be/xwoAdlaa76s>

Once set up **the User**:

* Using the Restore web site, decide how many boxes with barcodes to order and ask Rita Sundar, Faculty Finance, to raise a Purchase Order. Copy the Faculty Research Manager because the Faculty Research budget will pay for Restore Management usage.
* Upon receipt of the P.O., order the boxes and barcodes from Restore.
* Once the boxes are received, the User follows the Restore process. Restore Video clips explain how to do this, including listing the contents of each box and file directly onto the Restore portal and completing the barcode labels on the boxes.
* When the boxes are ready, ask Rita Sundar, Faculty Finance, (with copy to Research Manager) to set up a Purchase Order for the storage. Arrange for collection through the Restore portal.
* Enter the date stored, the number of boxes and their size (small, standard…) and the date for review/ destruction onto the shared google Hard Copy Research Data with Restore – Faculty Archive Record spreadsheet.
* Advise the Faculty Research Manager that the spreadsheet has been completed.
* When the **User** first sends items to Restore, they will be asked for a review date for each item. This should be set using Oxford Brookes University’s Retention Schedule, which can be downloaded from this page: <https://www.brookes.ac.uk/it/information-management/records-management/>, or ask Vanna Leathart, the University’s Records Manager for advice.

# Retrieval and End of Life

* Restore identify the items due for review in any month and notify the University. The **User** will receive a list of item numbers due for review to check and decide whether it can be destroyed or should be kept longer. If you decide the latter, you will be asked to supply a new review date. The other items will be marked for disposal and will be securely destroyed within 2 weeks.
* If the **User** needs to consult a file the **User** can either ask for the file/box to be returned to them, or the **User** can use the Scan on Demand service. Restore will retrieve the file, scan it and email it to the User. If the **User** asked for an item to be sent, the portal allows the **User** to arrange for it to be picked up again after it is finished with. Alternatively the **User** can arrange for a permanent withdrawal.

**Section IV Training and Dissemination Plan (to be progressed)**

Research students will be introduced to the contents of this guidance during induction and through discussion with their Director of Studies.

Research active staff will be introduced to the contents of this guidance during Research Induction and through the First Three Years programme.

Training should be accompanied by

* An introduction to all relevant University requirements and policies on data management, data protection and information security.
* Consideration of use of digital data storage and minimising paper-based records

**Section VI Costs, as of 2019**

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| SStorage -Standard | £0.135 per cubic foot per month |
| SStorage – climate controlled | £0.27 per cubic foot per month |
| BBox – Small (1.1cu ft) | £1.20 |
| BBox – Medium (1.4 cu ft) | £1.40 |
| BBox-Large (1.9 cu ft) | £1.90 |
| BBarcodes | Free |
| TTransportation – 1 week 1st 50 boxes  51+ boxes | £12.50  £0.10 per box |
| TTransportation – next day 1st 50 boxes  51+ boxes | £15.00  £0.10 per box |
| TTransportation – same day 1st 50 boxes  51+ boxes | £75.00  £0.50 per box |
| TTransportation – 2 hour 1st 50 boxes  51+ boxes | £105.00  £1.00 per box |
| RRetrieval – per file or box | £0.75 |
| Urgent Retrieval – per file or box (available to be  collected in person or by courier within 2 hours) | £0.80 |
| SScan on demand  (NB a page with information on both sides counts as 2 images) | £10.00 for 1st 50 pages/images  £0.10 each page/image thereafter |
| Permanent record withdrawal per box or file | 0.75 |