

Standard Operating Procedures

Subject: Archiving

Date: 15Jun2006

Purpose: The purpose of this Standard Operating Procedure (SOP) is to define standards for archiving project databases. The purpose of archiving is to compile the minimum information necessary to document the final status of a project's database and to facilitate the future analysis that might use the database.

Scope: This procedure applies to all projects managed and maintained at the FPG Data Management and Analysis Center (DMAC), but the scope of archiving for a particular project will depend on the availability of funds allocated to this process by the project.

Responsibility: Archiving is the responsibility of the programmer assigned to the project. If more than one programmer is assigned to a project, the senior programmer is responsible for establishing the style and pattern of archiving.

Steps in Archiving: Archiving begins as the project nears completion. It should include a final check of datasets and documentation, the assembling of condensed notebook(s) about the project and the data collected, and the archiving of on-line datasets and documentation. These steps may include the following, as funding permits:

- Final check of datasets and documentation
 - Check of validity values in datasets
 - Check of documentation of datasets for accuracy and completeness
- Assembling notebook(s) of archival information
 - General information about the project
 - Specific information necessary to facilitate any future analysis
 - Description of recruitment of subjects, mailing of surveys and/or any other particular services provided to the project by the DMAC
 - Complete list of types of data collected, including naming conventions and archival location of each type of data
 - Final project inventory of subject ids, including number and types of data collected for each
 - Documentation of each of the final datasets including location and naming convention, annotated copy of each instrument, codebook for each instrument, complete print and SAS contents of final dataset
 - Indices of analysis programs containing names of programs, key words, brief descriptions and locations
 - Copies of relevant papers produced using project data
- Archival of on-line datasets
 - Review of on-line datasets and documentation
 - Preparation and testing of master CD(s) including all datasets, programs and documentation. This will be kept permanently in a locked library, from which it

will be removed only to make additional copies in the case of damage or loss of other copies.

- ❑ Preparation and testing of a first copy of the master CD(s) which will be available for use as needed
- ❑ Preparation and testing of a second copy of the master CD(s) for off-site storage
- ❑ Copying of master CD(s) for project Principle Investigators
- ❑ Backup of all project datasets, programs and documentation to tapes stored both on-site and off-site