**ARCHIVE PLAN**

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| **Full Study Title:** | |
| **Study RRK reference:** |  |
| **Sponsor:** |  |
| **Chief Investigator (CI):** |  |
| **Principal Investigator (PI):** |  |
| **Study Archivist:** | *<Insert name and job title of delegated archivist – delete this text on completion>* |
| **Research Archivist:** | *<Insert name and job title of R&D Governance appointed Archivist – delete this text on completion>* |
| **Date Archived:** |  |
| **Date Sent to R&D:** |  |
| **Destruction Date:** |  |

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| 1. **Documentation and Data Covered within this plan** |
| *<Insert the data and documentation that will be sent for archive, where applicable include justification – delete this text on completion>* |
| 1. **Archive Set Up and Retention Timelines** |
| *<Insert flow chart or description of timelines in accordance with regulations – delete this text on completion>* |
| 1. **Medical Files** |
| *<Insert timelines for retention of subject medical files – delete this text on completion>* |
| 1. **Preparation of study files and data for archive** |
| *<This section should cover the following;*  *Preparation of files, paper and electronic, for archive*  *Ordering of archive supplies, i.e. boxes, box labels, paper sleeves or files to re-file paper documents*  *Description of inventory lists – a template for this is available and should be attached with the plan when completed.*  *Delete this instructive text on completion>* |
| 1. **Location of Archive** |
| *<Include the off-site archive company name, address and point of contact, if using this can be obtained from the Research Archivist. Include the location on-site if used. For electronic archive include the server location where electronic data is being stored – delete instructive text on completion>* |
| 1. **Archive End Date** |
| *<This should cover the planned end date for destruction of the archive, e.g. 5 or 15 years after the end of the study, study related documents and data will be reviewed for destruction. If no longer required the documents will be destroyed in accordance with the off-site company procedures or if on-site in line with Trust procedures – delete instructive text>* |