

Research Delivery Team Archiving Checklist

Please complete the appropriate column on the right once each step has been completed.

Step	Instruction	Completed
DELIVERY TEAM ACTIONS		
1	Contact R&D to request archiving at rdoffice@nnuh.nhs.uk Heading "Request for Archiving and IRAS/R&D study number" Attach permission to archive and retention period provided by Sponsor or evidence of two attempts to contact the Sponsor with no response received	
2	Ensure supplies available - Powergate order no. Archive E-Clips - KF02282 Archive boxes are available by emailing storage@archive-vault.co.uk	
3	Prepare documents for Archiving as per Research Delivery Team Archiving Process Map (SOP 900 Appendix 1)	
4	Complete the Archiving Inventory (SOP 900 Appendix 3)	
5	Add the study information to the Archiving Chain of Custody form (SOP 900 Appendix 4), sign and date.	
6	Request Quality Check via rdoffice@nnuh.nhs.uk Heading "Request for Archiving and IRAS/R&D study number"	
7	Post Quality Check, if collection is NOT from R&D office: Obtain Archive Vault driver's signatures on Chain of Custody form. Scan and email signed form to rdoffice@nnuh.nhs.uk	
R&D TEAM ACTIONS		
8	QC completed against Archiving Inventory & requirements specified in Preparation of Documentation for Archiving section of App 1. Check whether files from supporting departments (if involved in the study) have also been prepared and are present.	
9	For Studies sponsored by NNUH check if there is a physical Sponsor file, which also requires archiving	
10	Once QC is complete add Archive Inventory to the box, allocate box numbers and seal them. Complete Edge attributes on return to office.	
11	Sign and date the Chain of Custody form and leave on top of boxes for Archive Vault driver to sign on collection.	

Boxes will only be transferred to R&D office once all checks are complete and a collection date agreed by R&D with Archive Vault. The completed Chain of Custody Form will be retained electronically by R&D once fully completed. The Delivery Team will be advised of the barcode by R&D.