








R&D Archive Process Map

Please keep collection of boxes from delivery teams to a minimum as there is no storage available at the QI, where possible collect the boxes the day before collection (Archive Vault collect from QI frequently each week)

See WPD 024 Processing archive requests (below is a summary)

	<ul style="list-style-type: none"> Request for Archiving received at rdoffice@nnuh.nhs.uk Confirm Permission to Archive, retention date and confirm financial considerations are closed from sponsor Save all communication in appropriate Registered Projects folder on the s: drive
	<ul style="list-style-type: none"> Add archiving attribute to EDGE Send Research Delivery Team Archiving Inventory (App 3), Archiving Checklist (App 2) and Chain of Custody Form (App 4) and Delivery Team Process Map (App 1)
	<ul style="list-style-type: none"> Request for Quality Control Check is received at rdoffice@nnuh.nhs.uk R&D will perform QC check in-situ with a member of the Research Delivery team present Identified errors to be corrected at the time of QC check by Research Delivery Team, if not a second QC check will be required
	<ul style="list-style-type: none"> R&D will provide evidence of QC check on the Research Delivery Team Archiving Checklist versus the box contents and Archiving Inventory (if the Delivery Team use the checklist, if not then R&D signature on the Chain of Custody Form is sufficient)
	<ul style="list-style-type: none"> Chain of Custody Form is completed by both parties Box is sealed with a numbered security tag Box number allocated, box number & IRAS / R&D study number and barcode sticker (if not already present) to be added to one end and one side of box
	<ul style="list-style-type: none"> R&D to log collection detail on the Archive Vault Portal, alternatively email the request to Storage@archive-vault.co.uk Advise Research Delivery Team of collection location and date Driver signs/dates Chain of Custody form upon collection
	<ul style="list-style-type: none"> Upon receipt of completed Chain of Custody Form R&D will save the form to the study folder, upload to EDGE and advise the Research Delivery Team archiving is complete attaching a copy of the Chain of Custody Form detailing the barcodes R&D to maintain the Archive Tracker for studies at each stage of the process