Archiving your data and records

What should I be archiving

• Primary research data – questionnaires, medical records
• Exam Papers [Administration]
• Time sheets [Administration]
• Unit guidelines [Administration]

Archives and Records Management Services: http://www.archives.uwa.edu.au/

What should I NOT be archiving

• Student records [original information forwarded to Faculty]
• Staff records [original information forwarded to HR]
• Secondary data, drafts of papers
• Magazines, newspapers, books, publications, Filing cabinets, old telephones
Rough guide to storage

- Exams – 1 year
- Primary data – 7 years after last publication
- Children’s medical data > 25 years

Where are they stored?

- Exams – in Peta’s Office Compactus
- Short term storage archives
  - Locked storage room
  - Compactus in Computer Laboratory
- Long Term storage - Shenton Park Shed
How do I archive?

- Remove all files, clips, plastic folders
- Stack records in an archive box [don’t forget to tape the bottom]
- Fill box to full [prevents collapsing in storage]
- Obtain a number/s from Administration
- Label box with
  - Admin number
  - Study name
  - Your Name
  - Month and Year archived
  - Destruction Date [Extremely Important!]
  - Give Admin a list of data stored in the boxes for our records

How do I destroy my archives?

- Remove all files, clips, plastic folders
- Dispose of records into Confidential Bins
- Record the box number and information for passing onto Admin