Research data retention and storage School’s procedure

School of Nursing & Midwifery has an established procedure of research data retention and storage. This procedure complies with the Joint NHMRC/AVCC Statement and Guidelines on Research Practice, which were reviewed in 2003, and specifies responsibility on these matters. The School’s Health Research Hub is responsible for appropriate arrangements of original data storage and retention including facilities and confidentiality provision.

Procedure

1. School’s researchers notify the Hub Coordinator when the research data and records they collected for a finished research project are ready to be stored.

2. Research data should be delivered to the Hub room (N116) with attached details about the project: name of the researcher, title of the project, type of data, and the date the data was published or, for some specific type of research, the date of the completion of the research data collection.

3. Original data will be stored in the School’s Compactus Room, in a specifically adjusted and locked area for the minimum period for retention which is at least five years, and for specific types of research data it is 15 years.

4. Access to research data may be limited by confidentiality provision. The Head of AOU will be entitled, on request to the relevant researcher, to have access to research records and data, ensuring compliance with the Policy on Research Practice. All confidentiality agreements should be made known at an early stage to the Head of AOU or nominated representative.

5. The Hub Coordinator and the School’s Resources Officer only have the access to the School’s storage and retention area. If person need to access stored data it will be done in presence of the Hub Coordinator or the School’s Resources Officer.

6. Stored research data is recorded in the Archived Research Register which is maintained and managed by the Hub Coordinator.

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