

THE UNIVERSITY OF MICHIGAN SCHOOL OF NURSING
Policy for Disposal of Research Data

Key Words: Data archival, data disposal, data storage

Background:

Data collection entails considerable human effort and cost. Some data sets that have been fully mined regarding current research questions may later offer the potential to provide insights about newly emerging questions. Thus, data in any form are precious and their disposal should never occur without the full participation of the principal investigator. Preservation of data must be balanced against School of Nursing storage capacity. In most instances data will be stored in space controlled by the PI, but should it become necessary to archive data in a general storage area, the following procedures will obtain.

Policy:

- Data archiving is the responsibility of the Principal Investigator. Appropriate archive space may be requested by the PI from the Chair of the Space Committee and provided as space permits.
- Data to be archived will be presented by the PI using the attached form, assigned an identification number and title, prominently labeled as research data, and logged into a database by Space Committee staff (currently Jennifer Bronson). Data will be archived for no more than seven years. Archives will be reviewed annually and PIs contacted as appropriate by Space Committee staff, in collaboration with the Associate Dean for Research.
- **The decision to dispose of data will be made by the PI (whether a current or former faculty member) whenever possible.** Permission of PI will be verified on the attached form and the original (or FAX) returned to the School of Nursing Grants and Research office. If routine methods of contact do not succeed, the PI will be contacted by registered mail and asked to respond in 30 business days. In the event of no response, a second letter will be sent by registered mail. Failure to respond to the second request will be interpreted as permission to dispose of the data and 45 days from the confirmed date of receipt of this notification, data will be destroyed. Under no circumstances should individual staff act on their own initiative to dispose of or store data without the involvement of the PI. **The decision to dispose of data archived in general School of Nursing space will be made by the Associate Dean for Research, if a request is not forthcoming from the PI after the above process is followed.**
- Because raw data often occupy large amounts of space, PIs are strongly encouraged to build data reduction resources into project budgets, e.g. staff effort and material costs of converting questionnaires to microfiche, scanning into computer files after coding, purchasing CD ROMS for data storage.
 - The University of Michigan provides locked bins for the disposal of confidential data. Bins are located in the east hall of the North Ingalls Building basement. After data reduction has occurred, questionnaires and other documents that are no longer needed can be disposed of in these bins at no cost.

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Grants and Research Office

Request to Archive Data

The data to be archived are: _____
(Title)

Data description: _____
Boxes/files/etc.

Principal Investigator: _____
Signature/Date

To be completed by Space Committee Staff:

The above data have been assigned the ID # _____, have been logged into the archival database, and stored in the following location:

Space Committee Staff: _____
Signature/Date

cc: Associate Dean for Research

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Request to Dispose of Data

The data to be disposed of are logged as: #_____

Project: _____

Principal Investigator: _____

Appropriate method of disposal:

_____ Shred (if any potential exists for linkage of data to a particular individual)

_____ Bag and trash (if data are anonymous)

_____ Package as follows for biological material:

(Pertinent web sites: www.umich.edu/~oseh/wastemgt.html
www.umich.edu/~oseh/biosafety.html)

Cost incurred from this disposal is to be charged to Account # _____.

Principal Investigator: _____
(If possible) Signature/Date

Associate Dean for Research: _____
(If PI signature not available)