Archiving Records Guidance

Description
Please reference this guideline for archiving clinical trial records completed at the University of Wisconsin-Madison. Records will be stored at the State Records Center (SRC). The SRC is an inactive records storage facility operated by the Wisconsin Department of Administration and is available to all state agencies.

1) Request Archiving: [https://uwmadison.co1.qualtrics.com/jfe/form/SV_esN9wv3LKT7P8gu](https://uwmadison.co1.qualtrics.com/jfe/form/SV_esN9wv3LKT7P8gu)
   This survey will collect the following details:
   - Name of Study
   - Study Start/End Date
   - Principal Investigator
   - Funding Source
   - Record Location

2) Schedule Archiving
   The Geri Admin Team will email the requester to address the following:
   - Accessing Files
   - Quantity of Files
   - Purchase of Boxes
   - Storage/Transport
   - Project Timeline

3) Archiving Overview
   - Review and Box Files
   - Transfer Files to Division Office
   - Creation of Record Series
   - Transfer of Files to SRC

General Guidelines
- Research groups may request the return of any records at any time.
- The State Records Center will keep files in secure storage for 15 years past the event date.
- The State Records Center will contact our team prior to destruction of files.