Quality Control Document:

Archive Label

# Purpose:

 This document contains a template which can be used to label paper documents for archiving.

# Instructions:

1. Remove this first instruction page.
2. Update footer; keeping reference information to this Quality Control Document (QCD).
3. Delete the red instructional text from the label.
4. Complete the label so that it contains details of the contents of the box and the archiving requirements.
* Ensure that the details included on the label do not indicate that the box contains participant identifiable information.
1. Complete a label for each box that is going to be archived.
2. Attach the label to the box.

# Related documents:

* UoB-ARC-QCD-001 Archiving Plan
* UoB-ARC-QCD-003 Guide to Retention Times
* UoB-ARC-SOP-001 Archiving

Note the UoB QMS documents can be found on the [Clinical Research Compliance Team website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx). The RGT can be contacted via researchgovernance@contacts.bham.ac.uk and the CRCT can be contacted via crct@contacts.bham.ac.uk for a copy of their internal Work Instructions.

|  |  |
| --- | --- |
| Research Project ID: | E.g. RG\_01\_001 |
| Box Number: | E.g. Box 1 of X |
| Document Type: | E.g. Case Report Forms |
| Range of Participant IDs:  | E.g. Participants 001-020 |
| Documents Archived By: | Insert the name and contact details for the person who is responsible for the archived documents, e.g. the Archivist for CTIMPs, the Chief Investigator for all other research projects. |
| Archive Location: | Insert the archive location, e.g. the building name and office number. Include the address if archived off site, i.e. in an external archive facility. |
| End of Retention Period: | E.g. 10 years following the end of research project. Confirm with the Chief Investigator (or Archivist for CTIMPs) prior to destruction. |

# Archive Label