

**1.7.1 Standard Operating Procedure
record keeping and archiving of ethics office files**

Record keeping and archiving of ethics office files

Ethics applications are submitted electronically and in hard copy.

The electronic versions are saved in a secure folder: EthicsRes/Ethics/CD/year/month/group/project number. Sub-folders may include 'Reviews and Responses', 'Post-approval Amendments', 'CVs' and so on.

Key details from the electronic application are imported into the 'projects', 'financial', 'legal' and 'projects-researchers' tables of the Access database.

One original hard copy of the application is kept in a lockable filing cabinet. Projects approved in the current year or one year previous are kept in the Ethics Office. Earlier projects are kept in a secure cage in the lower basement.

Post-approval documents are added to the master file as they are created, eg. Amendments, SAEs, progress reports. The database is also updated with relevant data regarding amendments, SAEs, progress reports etc while the project is being conducted.

Once projects have been completed, a final report received and the study files archived by the researchers, the Ethics Office master file is archived off-site by Recall Information Management.