

Storing Research Data and Study Documents

Over the lifetime of the study, research data accumulates in many locations which may have different retention periods. This document is intended to broadly describe research data locations, storage options, and considerations for their use at OHSU. This document references policy but is intended to be a resource. Follow your department SOPs and comply with your contracts.

Best Practices

Before you start collecting data for your research project:

Choose storage locations that are accessible by many study team members

Meaning locations “owned” by the department or Study Team. Avoid using personal/private storage wherever possible.

When starting a study, designate a long-term central storage location

Such as the X drive or SharePoint. Write a data management plan for each study including the type(s) of data, location(s), and timelines to make tracking simple.

Download records and data periodically as the study progresses

Ideally save a copy to long-term storage as you complete important milestones. For example, IRB modifications/continuing reviews, database locks, and required reports. Document version changes and other appropriate metadata (e.g. audit trails, software versions). Being able to pinpoint when a change was implemented is helpful for audits.

Know the terms of software/device licenses and subscriptions

Note any licensing access terms and retention periods (e.g. data is instantly deleted when your subscription expires) Download all data for long term storage periodically.

Know data formats and pick long-lasting options

Consider and document the format of the data you save/export to ensure it is “survivable” for the longest required document retention period. We recommend common data formats such as .csv, png, PDF, or others. See [File formats for long-term access](#) and the [Library of Congress Recommended Formats Statement](#).

More than one person should have access to systems/documents

Adding additional users to folders and tools keeps studies going during illness or vacation. If possible, ensure there are multiple people with download and edit privileges at all times.

Plan for team members to leave

Expect that files tied to a single user account will be deleted in 2-4 weeks. To avoid a formal [Request Access to OHSU User Data](#), create files centrally. When setting up software make sure multiple users can download the data.

X: Drive or SharePoint?

Both the X: drive and a [Teams Workspace in SharePoint](#) are great central options for study team data storage. You may end up using them both for different stages of your study. Consider the following to make the best choice for your study team:

Use X: drive when

- Files need to be accessible at a department level
- Access can be granted at a “high” folder/sub-folder level. Depending on where you are granting access in the folder tree you may need to request a [new folder or security group](#) for permissions through ITG.
- Files need to be viewed, but don’t need edits or comments.

Use SharePoint when

- You need granular control over user access at folder and file levels
- You need to share folders and files outside your department or OHSU
- Documents need frequent updates or you are actively seeking comments

Main Digital Storage Options

This table describes the differences between OHSU's cloud storage OneDrive, SharePoint, and the network storage H: drive, and X:drive

	OneDrive (cloud) NOT RECOMMENDED FOR RESEARCH DATA or ESSENTIAL DOCUMENTS	SharePoint (cloud)	H: Drive (network) NOT RECOMMENDED FOR RESEARCH DATA or ESSENTIAL DOCUMENTS	X: Drive (network)
Primary Use	Personal drafts. <i>Example: task lists or your schedule</i>	Team collaboration and files that belong to the group. <i>Example: Work instructions, study documents</i>	Individual workspace and personal drafts. <i>Example: Your certifications, CITI training, continuing education records.</i>	Long term storage and files that belong to a department. <i>Example: department SOPs, eIRB snapshots, Faculty CVs, Medical Licenses.</i>
Default Privacy	Private to you only.	Accessible to all site members.	Private to you only.	Permissions granted to <u>folders</u> through <u>Identity & Access Management (IAM)</u> .
Ownership	Tied to your network account.	Teams Workspace* is tied to a group.	Tied to your network account.	Tied to the department Assign/remove access through <u>IAM</u> .
When You Leave	Access is removed upon leaving OHSU, files are retained 10 years.	Files remain accessible to the team.	Files are deleted after 90 days	Files are retained and accessible to the team.
Backups	Deleted files persist for 93 days in the recycle bin.	Deleted files persist for 93 days in the recycle bin.	Backed up nightly. Use " <u>Restore Previous File Versions</u> " or request records be restored by ITG call 4-2222.	Backed up nightly. Use " <u>Restore Previous File Versions</u> " or request records be restored by ITG call 4-2222.
Access	Web access + DUO	Web access+ DUO	On campus or VPN	On Campus or VPN
Analogy	Like your desk drawer.	Like the office filing cabinet.	Like your desk drawer.	Like a Departmental Filing Cabinet

*SharePoint storage is accessed through a Teams Workspace. These workspaces are not the same as private chats in the Teams app.

Possible locations of study data

This alphabetical (non-exhaustive) list covers possible locations where study data may exist with considerations for each location.

Apps

When using apps for research data collection, the ability to export data for long term storage is vital. When setting up apps, note the format of data exports and whether additional hardware/software is needed to view the data. Consider if exported data will be editable in other tools and have it plan if it isn't.

Central IRB files:

Download your Central IRB (Advarra, WCG, other institutions...) submissions as you complete them and store them in your designated long-term storage location. IRB records are kept for 3 years [45 CFR 46.115\(b\)](#) after the study is closed. Review your Central IRB's retention documentation, requirements may differ from OHSU.

Dropbox

[Dropbox accounts must be requested](#) and can store up to 5TB. Files the user shares or owns are deleted after 180 days after they leave. [See the Dropbox Guide](#) on the 365 Learning Portal.

eIRB

Download copies of your OHSU submission/modifications and documents to long-term storage (e.g. X: drive or SharePoint). Submissions should be stored centrally as retention for some studies can be up to 25 years or indefinitely. Access to eIRB records are limited to IRB approved staff. Storing submission copies centrally makes audits years later easier.

Electronic Data Capture (EDC) Systems

MatLab and other systems like Medrio, Prelude, etc.) Review your contracts and license agreements. Document the back up frequency and the retention. Export your data and metadata during database locks/interim analysis and save a copy in long term storage.

Email- Personal and Shared Mailboxes

Print or PDF emails and store in a central location (don't save as an "Outlook item" as they can be corrupted). Emails, calendar appointments, notes, and tasks are available for 120 days in your mailbox [see the ITG Email Page](#). Older items are stored in

[Exchange Online Archive](#). The outlook Mailbox is kept for 18 months after user leaves OHSU.

Qualtrics

Plan to add study team members as [“Collaborators” with view and edit access](#) on each survey you create. [Accounts and their data](#) are deleted if users don’t log in for 2 years. When setting up a survey you can set a start and expiration date to ensure no additional data is collected after the study ends.

REDCap

Databases are backed-up periodically in accordance with OHSU Information Security Directives. Export your data, metadata, and codebook before submitting a modification in the eIRB to close the study. See the [REDCap Project Closure page](#) on the wiki for details. Projects are archived (aka marked “completed”) **immediately after the IRB approves the study closure**. Restoring a closed project may be possible and might incur fees. Contact redcap@ohsu.edu for assistance.

Research Data storage (RDS) with Advanced Computing Center (ACC)

Research data storage is intended for users that need to store a large amount of data and/or backups. Read about [ACC Research Storage with FORTERA](#) costs and services on their website.

Smartsheet

You do not need a license to use and view sheets, forms, or dashboards. You will need to [Request a Smartsheet License](#) to create new sheets, reports, dashboards, forms, and workflows. Data is not retained once deleted. **Smartsheet is currently NOT approved for PHI or FERPA information.**

Teams Private Chats

Private Chats (not in a workspace) are saved 1 year. Do not use private chats for essential research communication, use email. Files shared in chats are retained in the OneDrive of the person who shared the files, subject to that individual’s OneDrive retention. In chats when a file is shared the default access includes edit rights, remember to adjust the sharing settings if needed. Recordings are stored in OneDrive storage for scheduled meetings.

Teams Workspace (SharePoint)

When a Teams Workspace is created files shared to the Team are stored in SharePoint. Workspace Chats are saved for 7 years. Channel meeting recordings are stored in SharePoint. When users leave files are retained in SharePoint. Consider creating a Teams Workspace when you have files that multiple people need to work on and access. [Request a Teams Workspace](#) in the 365 Learning Portal. Workspaces can work well for department storage. Files can be shared at a document, folder, or Team level by users themselves. In the document library view of SharePoint you can add custom metadata such as a status (draft, ready for review, approved) or a due date. You must train your team to use these additional columns and be judicious with the amount of data you ask for. See [Libraries with Metadata](#) and [Introduction to Managed Metadata page](#) for instructions on setting up terms.

Webex

[Assign hosts and cohosts](#) when scheduling meetings, instead of allowing the first person that joins to host. Users must be a host or cohost to have access to summaries and recordings. If needed, save recordings to your long-term storage after each meeting. Summaries and recordings are kept for 3,600 days (about 10 years). When users leave OHSU recordings are kept for 90 days. Recordings older than 90 days might be recoverable, contact ITG 4-2222.

OHSU Record Retention Policies and Resources:

There are several cloud storage options at OHSU to accommodate regular use and very large datasets. Review the [File Storage Applications Matrix](#) on the 365 Learning Portal to see costs, storage, limitations OneDrive, SharePoint, Dropbox, ACC, and the Network drives.

[Cloud Application Storage Limits and Retention Policies](#) is a table that summarizes limits and retention for some OHSU software.

[OHSU Records Retention Schedule](#) See page 10 section Principle (sic) Investigator, Page 11 IRB records

[OHSU Cloud File Storage Table](#) Short Summary table of OneDrive, Dropbox, SharePoint, and Research Data storage

[Records Retention and Archiving Questions](#) lading page for the record retention schedule and policy on retention and destruction

[Records Retention and Destruction 07-90-010](#) Policy