

 **DEPARTMENT OF EPIDEMIOLOGY DOCTORAL STUDENT DISSERTATION
 DOCTORAL STUDENT DISSERTATION DATA ARCHIVING PROCEDURES

SUMMARY** – Faculty dissertation committee chairs of PhD & DrPH students planning to graduate in the near future are responsible for retention/archiving of data sets, data dictionaries, and software programs used by students in their dissertation research. There are two options for meeting this requirement:

* Retention of data via departmental server storage provided by the Epidemiology Data Center (EDC).
* Retention of data through another secure and documented location.

**RETENTION ON EDC-PROVIDED DEPARTMENTAL SERVER:**

1. Submit an EDC Help Ticket to request creation of a folder on the server.
	* An automated email confirmation will be received.
	* Faculty who don’t have an EDC Extranet account with which to access the Help Desk may e-mail Kim Beringer, Director of Computing, EDC beringer@edc.pitt.edu.
	* Folders are generally created within 24 to 48 hours after requests are received.
2. Access the “I” drive ([\\136.142.117.70\Studies$](file:///%5C%5C136.142.117.70%5CStudies%24)).
* Many faculty members are already mapped to “I.”
	+ Your Student Archives folder will appear in the list of folders on “I” following either a reboot, or logging out of Windows and logging back in.
	+ Instructions for mapping the “I” drive may be requested when the original Ticket for creating your folder is submitted to the Help Desk, or Kim Beringer is contacted (if you don’t have an EDC Extranet account).
1. Copy student data files directly to your Student Archives folder, following the same process you may be utilizing to store data in other folders on the server.
2. Complete and sign a **Data Archiving Agreement** form to document the method used to retain your students’ data and software programs. Student signature is also required. The form should be submitted to Lori S. Smith, Student Services Manager, Dept. of Epidemiology, Public Health 5117.

**RETENTION OF DATA THROUGH ANOTHER SECURE AND DOCUMENTED LOCATION:**

1. Follow the necessary procedure to retain the student’s data and software programs in a secure location.
2. Complete and sign a **Data Archiving Agreement** form to document the method used to retain your students’ data and software programs. Student signature is also required. The form should be submitted to Lori S. Smith, Student Services Manager, Dept. of Epidemiology, Public Health 5117.
	* Faculty should provide details about the location of the data on the form.

**QUESTIONS:**

1. Submit an EDC Help Ticket, or contact Kim Beringer, Director of Computing, EDC beringer@edc.pitt.edu if you do not have Help Desk access.