

# ARCHIVING BEST PRACTICES

All archive requests must include the ADM-19a submission form. Follow these tips to ensure the procedure is done correctly. If you have any questions, consult your manager or send an email to placeholder@company.com.

## Take Great Screenshots!

- Resize window/column to ensure the whole file name is displayed.
- Place the screenshot(s) in the proper location on the Q drive under the “Ready to Archive” folder.
- Rename screenshot as required.
- Organize files so they are in proper order.

## Fill Out the Archive Submission Form ADM-19a

**Retention date:** This is NOT a time frame, it’s a defined date.

**Study type:** Ensure study type matches the study type on the Master Schedule.

**Copies:** If including copies, write the location of the original. Each time a copy is included, the copy gets repaginated, so the fewer copies the better.

## Include In Every Inventory Binder

**Original signatures:** Ensure the original signatures are present, if original is not available, include a faxed/scanned version.

**Summary Tables:** Be consistent with how you include multiple tables, if using the front and back of the same page, this counts as 2 tables.

**Experiments:** If each experiment (or if several types of experiments) is not contained in a sleeve, then list each type under Other and list how many of each type.

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## Requirements Overview by Archive Type

	LIMS	eInfoTree	Gen5	ddPCR	qPCR
Additional Archive Requirements	Form ADM19I	Screenshot	Screenshot	Screenshot	Screenshot
Archive Location	LIMS	eInfoTree	eArchive	eArchive	eArchive