



### MRISC STANDARD OPERATING PROCEDURES

<b>SOP Number-version:</b> MRI-6.1	
<b>SOP Title:</b> Record Retention	
<b>Author/Editor:</b> Eric Forman <i>Eric Forman</i>	<b>Date:</b> 22-Sept-2020
<b>Scientific Reviewer:</b> Dr. David Powell <i>David Powell</i>	<b>Date:</b> 22-Sept-2020
<b>Core Facility Management:</b> Dr. Brian Gold <i>Brian Gold</i>	<b>Date:</b> 24 Sept-2020
<b>Document Control:</b> Eric Forman <i>Eric Forman</i>	<b>Date:</b> 22-Sept-2020
	<b>Effective Date:</b> 28-Sept-2020

#### 1.0 Purpose / Scope :

- 1.1 The purpose of this SOP is to describe the archiving and record retention at the MRISC core research facility. The archive system is designed to provide orderly storage and expedient retrieval of archived materials.
- 1.2 The scope of this SOP covers user and personnel training records, equipment maintenance and testing records as well as SOPs.
- 1.3 It is the responsibility of the users of the MRI facility to ensure that all raw image data have been archived to appropriate media for permanent storage. MRISC staff will assist users in that process.

#### 2.0 Definitions: (if applicable)

For additional definitions, see also the Glossary of Terms located on the GRP Access Server <\\prdlcancifs01.mc.uky.edu\Dept\Neuroscience\GRP> or IP address [172.25.104.37\grp\\$](http://172.25.104.37\grp$).

#### 3.0 Specialized Materials & Equipment: (if applicable)

There are no specialized materials and equipment associated with this SOP.

#### 4.0 Procedures:

- 4.1 Training and equipment service records in paper form are indexed by category and year and stored in a locked metal file cabinet in the office of the MRISC Administrator (the Archivist). They include:
  - 4.1.1 MRI scanner magnet and auxiliary equipment maintenance contracts.
  - 4.1.2 MRI scanner and auxiliary equipment service/repair records.

- 4.1.3 MRISC staff training, certification and/or recertification forms
- 4.1.4 User safety training certification forms.
- 4.1.5 User scanner operator training certification forms.
- 4.2 Documents in paper form from routine use and operation of the small animal MRI facility such as the 7T MRI Scanner Use and Data Disposition forms (see form F-MRI-3 Attachment 1(A1) of the SOP MRI-3, 7T General), and logs of QA procedures are kept in the scanner control room.
- 4.3 Retrieving and Copying Materials from the Archive:
  - 4.3.1 Documents/materials may be removed from the Archive as required for photocopying, writing reports, regulatory inspections or other audits, or transfer to another location.
  - 4.3.2 Copies of documents may be requested from the Archive.
- 4.4 Documenting records retrieved/returned and/or transferred from the archive:
  - 4.4.1 Archived materials removed from the Archive for any reason (transfer, internal review, photocopy) must be logged out using the Archive Logbook.
  - 4.4.2 The Archivist initials and dates, when materials are removed from the archive.
  - 4.4.3 The archivist also enters information regarding the materials removed as applicable (e.g. purpose for removal, study number, index number, nature of material).
  - 4.4.4 The person(s) receiving the archived materials and/or copies of the archived materials fills out the appropriate portions of the logbook to confirm receipt.
  - 4.4.5 When archived materials are returned to their archived location, they are logged into Archive Logbook, with the entry initialed and dated by the Archivist.
  - 4.4.6 If applicable, copies of archived materials distributed for internal review are returned to the archivist for secure/confidential disposal. The archivist records when copies of archived materials are returned.
- 4.5 The MRISC performs a weekly back-up of images acquired in electronic form prior to deletion of a study from the scanner console computer. This routine back-up to a server located at the MRISC is meant as a just-in-case safeguard rather than being the primary image archive.

- 4.5.1 It is the responsibility of the investigators and their personnel to permanently save acquired research MR image data and to maintain records of laboratory animal scanning (see MRI-6 Attachment 1 (A1), EXAMPLE MRI Image Archive Form).
- 4.5.2 MRISC staff will assist investigators and their staff in the process of transferring MR image data from the scanner console computer to suitable portable media such as external USB drives or DVD/CD.
- 4.5.3 There is also a procedure by which MRI data can be transferred via the University network to a remote laboratory computer workstation.

**5.0 Attachments:** (if applicable)

- 5.1 MRI-6 Attachment 1 (A1), EXAMPLE MRI Image Archive Form
- 5.2 MRI-6 Attachment 1 (A2), EXAMPLE MRI Archive Submission Form
- 5.3 MRI-6 Attachment 1 (A3), EXAMPLE MRI Chain of Custody Form

**6.0 References:** (if applicable)

- 6.1 MRI-3, 7T General

**7.0 Record Retention:**

- 7.1 Forms generated in the execution of this SOP are retained in the archive held in a locked steel file cabinet located in the office of the MRISC administrator (EF), Rm 36 of the Whitney Hendrickson Building.
- 7.2 Paper records are protected from water damage using ziplock bags or equivalent.
- 7.3 Facility records are archived annually.
- 7.4 Records are kept active for 5 years. After that period, they are moved to the MRISC long-term archiving and storage facility in Rm 46 of the Whitney Hendrickson Building.

**8.0 Change History:**

Rev.	Effective Date	Summary of Changes
1	31-MAY-2020	New procedure



**ATTACHMENT 1  
EXAMPLE MRI Image Archive Form**

Study Protocol Number: \_\_\_\_\_

Study Title: \_\_\_\_\_

\_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Type of storage media (USB/DVC/CD/Network): \_\_\_\_\_

File/directory name: \_\_\_\_\_

Scanning sessions start date: \_\_\_\_\_

Scanning sessions end date: \_\_\_\_\_

Animal subject IDs on storage media: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person performing the archive process: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT 2  
EXAMPLE Archive Submission Form**

**Section I**

<b>Submitted by:</b>
<b>Study Protocol Number:</b>
<b>Study Title (may be abbreviated):</b>
<b>Storage Conditions:</b>
<b>Item Description:</b> <input type="checkbox"/> Protocol <input type="checkbox"/> Report <input type="checkbox"/> Raw Data (describe): <input type="checkbox"/> Specimens (describe): <input type="checkbox"/> Other (describe):
<b>Signature/Date:</b>

**Section II**

<b>Archivist use only</b>	
<b>Index Number:</b>	<b>Location:</b>
<b>Archived by (sign):</b>	<b>Date:</b>



**ATTACHMENT 3  
EXAMPLE Chain of Custody Form**

University of Kentucky  
 Magnetic Resonance Imaging and Spectroscopy Center  
 Rm 36 Whitney-Hendrickson Building  
 Lexington, KY 40536-0098  
 859-323-3973

**Shipped To:** \_\_\_\_\_

Shipped By: Eric S. Forman, Archivist  
 University of Kentucky  
 Ph: (859) 323-3973  
 esform2@uky.edu

Study Number: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Item No.	Material Description*	No. of Boxes	Additional Info

Note: Attach additional sheet if needed.

Storage Conditions for any items other than room temperature: \_\_\_\_\_

To be Completed by the Shipper		To be completed upon Receipt	
Shipped By:	Date Shipped:	Received by:	Date:
Shipped Via:		Condition upon receipt:	

\*Materials = Documents, e-media (describe under Additional Info)

**Receiver: Return a copy of this form to the address above (archivist)**