



ECTU Central Office SOP ECTU_IT_13: Database Archiving

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1. PURPOSE

This SOP provides guidance in archiving databases. Databases will be archived when the project has completed and the database is no longer in use.

2. SCOPE

This SOP applies to all databases that are no longer active. This applies to all study and non-study related databases.

3. PROCEDURE

3.1. Review Access

- Review each user's permissions on the database resources. Note the accounts should not be removed from the database. See ECTU_WPD_IT_W1 Database Archiving v2.0 for details.

3.2. Set database to read only.

- Set the database to read-only.

4. RELEVANT DOCUMENTS

ECTU Central Office WPD ECTU_IT_W1 Database Archiving v2.0

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1	21-Oct-2015	New document
2	10 th June 2016	SOP Review – alteration to section 3.2. Change of title of WPD in relevant documents to comply with ECTU_OP_01