UNIVERSITY of MARYLAND
SCHOOL OF PHARMACY

Pharmaceutical Research Computing
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Destroy, Archive, Unarchive Request Form

Date of Request: _____
IRB# & Expiration/Close Date: _____
Requestor/PI Name: _____
Project Name or DUA#: _____

Send completed form to: **prc@rx.umaryland.edu**

Form Terminology:
File Path: The file location of interest to Requestor/PI
Destroy: Raw data files, including derivatives, subsets, manipulated files (e.g. analytic files, electronic data, or data outputs), all backups and the original media in PRC's possession related to the project will be deleted from PRC's production server to ensure that no information is retrievable.
Archive: Files removed from production server and moved to 'archive' storage inaccessible to PI
Unarchive: Files moved back to PI's Active Status
Keep: Shorter method to archiving, keeping only those files identified, all others archived

File Path Include as Many File Paths as is Necessary	Destroy	Archive	Unarchive	Keep

By signing this form, I am requesting PRC conduct outlined work. I also acknowledge that data on PRC's production server with an active DUA must have an affiliated unexpired/open IRB.

Requestor's Signature: _____

Implemented 10/2016
Revised 9/2024