

## Policy and Procedure for Project Closeout, Archiving, and Unarchiving/Restore

**Approved by the PRC Advisory Committee:** October 20, 2016**Implementation Date:** December 2016**Modification Date:** August 2025**Background:**

The end of a project does not necessarily mean the data and project files are no longer needed. Because some terminated projects continue under Data Use Agreements (DUAs) the files can be maintained on PRC's secure server. At the end of a project, PRC Clients are encouraged to clean up their file space to reduce or eliminate Data Management fees. PRC's Project Archives are strongly encrypted within PRC's Systems Environment. Archiving is an intermittent step before final closeout. PRC's archiving/unarchiving policy and affiliated fees are based on PRC's protocol and Data Management model. Clients can store their project files in PRC's Project Archives for up to 12 months. If the data are being stored for a contractor, PRC will store the data for a period defined by the contract, with appropriate documentation from the Principal Investigator (e.g., extracted text from the contract).

Archiving and closeout of project files include:

- Project specific SAS programs (\*.sas), logs (\*.log), output (.lst and .txt), SAS data sets, and documentation (\*.doc).
- Documentation files include PRC's written detailed explanation of programs, data sets and text files.
- Raw datasets or source data files (e.g., SEER, MarketScan, MCBS).

During Closeout PRC, will:

- complete an assessment/sweep of the contract's directory structure to assure files are orderly and complete
- share data if allowable within a supporting DUA (Note, not all data may be copied)
- maintain a full copy of project files on the PRC System in a compressed format
- provide requestor/PI with a *Destroy, Archive, Unarchive, Request* form to complete and return
- follow requestor/PI directives as outlined in the *Destroy, Archive, Unarchive, Request* form.

**Policy:****ARCHIVING:**

- PRC allows up to fifteen (15) business days to archive. This time allows PRC to assure files are properly prepared.
- If requesting immediate archiving, less than fifteen (15) working days, an expedited surcharge of 3 PRC hours will be added.
- File compression/decompression/extraction standards may apply to archived files.

PRC offers two archive options to accommodate different PI needs. They include:

- One-time, full archive at close of project: five (5) hours of PRC time.
- Intermittent archive (not full set of files, file specific): PRC's hourly rate for a minimum of two (2) hours of time or more depending on the time needed to complete the archive process.

**UNARCHIVING/RESTORE:**

- PRC allows up to five (5) business days to Unarchive/Restore to assure files are properly restored to active status.
- If requesting immediate unarchiving/restore within less than five (5) working days, an expedited surcharge of 3 PRC hours will be added.
- Unarchiving/Restore fees include 10 hours of PRC time to restore data to an active status (e.g. decompress processing during off-hours to accommodate large system strain on Central Processing Units (CPU)).
- Restoring lost or misplaced files from a backup can be quite complex and is strongly discouraged. If specific details pertaining to the project file (e.g. last used, last location stored) cannot be provided, fees could exceed 24 hours or more for retrieval.
- PRC enforces a 90-day minimum for archive storage. Requests to unarchive data stored less than 90 days will incur the monthly storage rate that applies to non-archived data (see table further below with Data Management rates). This monthly rate will be applied to the storage encumbered by the entire project and multiplied by three months to satisfy the 90-day minimum.

**PRC Examples of Charges (2025 rates):**

| <b>Example 1:<br/>Archive Example: Full</b> | <b>PRC Time<br/>(5hrs)</b> | <b>Expedited Archive Processing<br/>&lt; 15 business days</b> | <b>Total Archive Cost</b> |
|---------------------------------------------|----------------------------|---------------------------------------------------------------|---------------------------|
| Full Archive Example 1.1                    | 5hrs @ hrly rate \$144     | Expedited processing not requested                            | \$720.00                  |
| Full Archive Example 1.2                    | 5hrs @ hrly rate \$144     | 3hrs @ hrly rate \$144                                        | \$1,152.00                |

| <b>Example 2:<br/>Archive Example:<br/>Intermittent (not full set<br/>of files, is file specific)</b> | <b>PRC Time<br/>(minimum 2hrs)</b> | <b>Expedited Archive Processing<br/>&lt; 15 business days</b> | <b>Total Archive Cost</b> |
|-------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------|---------------------------|
| Intermittent Archive Example 2.1                                                                      | 2hrs @ hrly rate \$144             | Expedited processing not requested                            | \$288.00                  |
| Intermittent Archive Example 2.2                                                                      | 2hrs @ hrly rate \$144             | 3hrs @ hrly rate \$144                                        | \$720.00                  |

| <b>Example 3:<br/>Unarchive Example</b> | <b>PRC Time<br/>(10hrs)</b> | <b>Unarchive Processing<br/>&lt; 90-day storage</b> | <b>Expedited Archive Processing<br/>&lt; 5 business days</b> | <b>Total Archive Cost</b>              |
|-----------------------------------------|-----------------------------|-----------------------------------------------------|--------------------------------------------------------------|----------------------------------------|
| Unarchive Example 3.1                   | 10hrs @ hrly rate \$144     |                                                     | Expedited processing not requested                           | \$1,440.00                             |
| Unarchive Example 3.2                   | 10hrs @ hrly rate \$144     | >75GB and ≤ 100GB<br>@ \$525 mthly                  | 3hrs @ hrly rate \$144                                       | \$3,447.00<br>(10*144)+(3*525)+(3*144) |
| Unarchive Example 3.3                   | 10hrs @ hrly rate \$144     | >1500GB<br>@ \$2,000 mthly                          | Expedited processing not requested                           | \$7,440.00<br>(10*144)+(3*2,000)       |

| <b>PRC FY'20 Data Management Rates</b> |                         |
|----------------------------------------|-------------------------|
| <b>Size in gigabytes (GB)</b>          | <b>Amount per month</b> |
| ≤10                                    | \$90.00                 |
| >10 and ≤ 25                           | \$170.00                |
| >25 and ≤ 50                           | \$280.00                |
| >50 and ≤ 75                           | \$425.00                |
| >75 and ≤ 100                          | \$525.00                |
| >100 and ≤ 250                         | \$675.00                |
| >250 and ≤ 500                         | \$775.00                |
| >500 and ≤ 1000                        | \$1250.00               |
| >1000 and ≤ 1500                       | \$1500.00               |
| >1500                                  | \$2000.00               |