

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

Approved by the PRC Advisory Committee: October 20, 2016

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Modification Date: June 2019

Background:

The end of a project does not necessarily mean the data and project files are no longer needed. Because terminated projects continue under a CMS Data Use Agreement (DUA) 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 established PRC's protocol and Data Management model. Clients can store their project files in PRC's Project Archives for up to 3-years. If the data are being stored for a contractor, the data will be stored for a period of 3-years or a period defined by the contract, whichever is shorter.

Archiving/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 programmer 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 for consideration and completion,
- 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.
- *Destroy, Archive, Unarchive, Request* forms received after the 15th of the month will incur the full cost of storage for that month.
- File compression/decompression/extraction standards may apply to archived files.

PRC offer 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) hour of time or more depending on 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, less than five (5) working days, an expedited surcharge of 3 PRC hours will be added.
- Unarchiving/Restore fees includes 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 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-days required archive storage. Unarchiving data stored less than 90-days incur the full storage rate encumbered by the entire project (archived, PRCW, or other space used by the project) had the project not been in archives for the full three month time-period.

PRC Examples of Charges:

Example 1: Archive Example: Full	PRC Time (5hrs)	Expedited Archive Processing < 15 business days	Total Archive Cost
Full Archive Example 1.1	5hrs @ hrly rate \$115	Expedited processing not requested	\$575.00
Full Archive Example 1.2	5hrs @ hrly rate \$115	3hrs @ hrly rate \$115	\$920.00

Example 2: Archive Example: Intermittent (not full set of files, is file specific)	PRC Time (minimum 1.5 hrs)	Expedited Archive Processing < 15 business days	Total Archive Cost
Intermittent Archive Example 2.1	2hrs @ hrly rate \$115	Expedited processing not requested	\$230.00
Intermittent Archive Example 2.2	2hrs @ hrly rate \$115	3hrs @ hrly rate \$115	\$575.00

Example 3: Unarchive Example	PRC Time (10hrs)	Unarchive Processing < 90 data management	Expedited Archive Processing < 5 business days	Total Archive Cost
Unarchive Example 3.1	10hrs @ hrly rate \$115		Expedited processing not requested	\$1,150.00
Unarchive Example 3.2	10hrs @ hrly rate \$115	>75GB and ≤ 100GB @ \$525 mthly	3hrs @ hrly rate \$115	\$3,070.00
Unarchive Example 3.3	10hrs @ hrly rate \$115	>1500GB @ \$2,000 mthly	Expedited processing not requested	\$7,150.00

PRC FY'20 Data Management Rates	
Size in gigabytes (GB)	Amount per month
≤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