

Appendix B

Form B-Request for research documentation to be archived by Stor-a-File

Please complete the 3 page request form & forward it to the Research & Innovation Office

The Manager
Research & Innovation
Research Office
Leicester General Hospital
Gwendolen Road
Leicester
LE5 4PW

Tel: 0116 258 4109 Fax: 0116 258 4226

Form B (1)

ALL ARCHIVING MUST BE PROCESSED THROUGH THE RESEARCH OFFICE

<p>Research Study Title & UHL Study Number/REC Ref: </p> <p>Principal Investigators Name and Contact Details:</p> <p>..... </p> <p>Research Nurse/Facilitator and Contact Details:</p> <p>..... </p> <p>Date study completed..... To be retained for years</p> <p><i>The above information must be clearly identified on individual boxes</i></p>
<p><u>Name & Full Billing Address for Invoice</u></p> <p>Cost Code.....Name of Budget Holder (PRINT).....</p> <p>Signature of Budget Holder.....</p> <p>Full Billing Address & Contact Telephone Number</p> <p>..... </p>

Study documentation must not be moved or destroyed without permission of both the Sponsor and the Investigator.

Form B (2)

Number of boxes: Size / Dimensions:
FOR FUTURE RETRIEVAL EACH BOX MUST HAVE A LMB BARCODE. The LMB barcode & contents of each box should be documented and a copy including the completed table retained.

Checked, packed and sealed in secure archive boxes by: -

Name:..... Job Title:.....

Signature:..... Date:.....

Sponsor contact details

Sponsoring Organisation:

.....

Address:

.....

.....

.....

Sponsor notification of archive location

Name of person who agreed to new archived location:

..... (PRINT)

Telephone Number.....

Date person agreed.....

Contact details at site for collection

Name:..... Tel:.....

Full details of location for collection:

.....

Form Completed by (name)

Job Title: Signed:

PLEASE NOTE:-

FOR PROGRESSION OF THIS FORM THE PI'S SIGNATURES IS REQUIRED AND ALL THE ABOVE INFORMATION MUST BE COMPLETED BEFORE BEING SENT TO THE R&I OFFICE.

Archiving Authorised by Principal Investigator

Name.....(PRINT)

Signed..... Date.....

EXAMPLE**Archiving LMB Barcode References and Contents****NAME OF STUDY**

THE PEANUT STUDY

SPONSOR

UHL

UHL Study Number 02345

REC Reference Number 5416

Destroy Date June 2015

BOX NO	LMB BARCODE	CONTENTS
1	329167	CRF's Nos 1-4
2	329168	CRF's Nos 5-10
3	329169	CRF's Nos 11-20
4	329170	Investigator folder or sections of. i.e Approvals, amendments, correspondence

