

## Organizing your work - File Storage and Back-up

Set-up & Conduct- Methods & Data Collection

VERSION

3.0

### Aim

To ensure that all files are stored on the network drive, and that regular back-ups are made from files that cannot be stored on the network drive.

### Requirements

All files should be stored on the network drive, either in a project folder accessible by at least one other person on the project team.

In case files are stored on a device that is not connected to the project folder, files must be transferred to the project folder on the network drive as soon as possible.

A regular back-up should be made of files that cannot be stored on the network drive.

### Responsibilities

Executing researcher:

- Storing all files on the network drive and regularly backing-up files that cannot be stored on the network.

Project leaders:

- Ensuring that all files are stored on the network and that non-network stored files are regularly back-upped.

Research assistant:

- Support in ensuring all files are stored in the project folder contemporaneously and under version control.

### How To

All files should be stored on the network drive, in a project folder accessible by at least one other person on the project team. The network management system creates a regular back-up of these files. If storing the files on the network drive is not possible (e.g. while conducting field work), regular, safe and encrypted back-ups should be made under version control. Storage media must be protected against loss and theft. Files **not** immediately stored on network drives should be transferred to the network as soon as possible.

### Audit questions

1. Have important files been stored in a project folder (and personal folder) on the network?
2. Are all other important files regularly backed up?
3. Can these back-up files be restored (readability of the back-up files; did the back-up work well)?

### LINKS

| Link |  |
|------|--|
|      |  |

### DOCUMENT HISTORY

| Version | Status          | Date      | Name          |
|---------|-----------------|-----------|---------------|
| 3.0     | Revision        | 06APR2021 | Elize Vlainic |
| 2.0     | Revision format | 12MAY2015 | EMGO          |

# Amsterdam Public Health



Amsterdam UMC  
University Medical Centers



VRIJE  
UNIVERSITEIT  
AMSTERDAM



UNIVERSITY  
OF AMSTERDAM

|     |   |           |      |
|-----|---|-----------|------|
| 1.2 | Translation into English and updated text | 02JAN2010 | EMGO |
| 1.1 | Using network folders                     | SEPT2006  | EMGO |

## DOCUMENT APPROVAL

| Role           | Name             | Date      |
|----------------|------------------|-----------|
| Project Leader | Dr. Seta Jahfari | 21MAY2021 |