Records should…

• Recreate and trace
• Conduct additional work without assistance of original researcher
Records (hard or electronic) should…

- What
- Why
- Who
- When
- Results
- Conclusions
- Future plans
All details…

- Original raw data, final results, protocols and designs, calculations, equipment, key to abbreviations
- Original raw data from instruments, drawings, photographs, charts, computer printouts
Attach data…

• Tape all edges
• Single layer
• Initial across two edges overlapping onto notebook page
• Date across other two edges overlapping onto notebook page
Entries should be entered...

- Same day as the event
- Sign and date
- Witness and date
Criteria

- Permanently bound with numbered pages
- Table of Contents
- Entries consecutive
- X unused
- Permanent waterproof ink
- Legible
- No erasures or blotting
- Corrections
Store notebooks

• Night storage
• Central location
• Numbered consecutively
• Reproduced on microfilm
• Reproduction securely stored
• Disaster recovery plan
Lab plan

- One person (custodian) issue notebooks
- Same person maintain master list
- New employees read/sign-off on guidelines
- Record retention policy (hard/electronic)
- Lab book check – 30 days and periodically
- Annual performance review – adherence notebook(s)/guidelines/policies
Electronic records

• Who created it?
• When was it created?
• What was its content when it was created?
• Who had access?
• Can it be recreated in “human readable form”
• Data, images, documents CD as pdfs or ?
Dual approach

• Maintain a hard copy book with copious cross-references to e-data
• Specific hierarchy schemes
• Specific naming conventions
• Print screens
• Server backup schedules
Email your questions and comments to cheryl@warf.org