

Federal Team



EDI Study Archive Process

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Purpose:

This document outlines the current procedure for archiving a study within the EDI system. Archiving may be appropriate when the program office no longer has access to the study data because it is outdated, no longer relevant, or no longer publicly available.

NOTE: If a study did not take place or no data was collected, deleting the study is more appropriate. Please refer to the EDI Study Deletion Process manual, available on the EDI Resources Page within the EDI system.

Definitions:

EDI - This is the Education Data Inventory, a system for housing the metadata information about the data collected by the department

Responsibilities:

The EDI User is responsible for:

- Communicating with the system admin that the program office no longer has the study data or that the study is no longer publicly available

The System Administrator is responsible for:

- Obtaining approval from supervisor and ED staff for study deletion
- Archiving the study in the EDI system
- Updating all internal documentation

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Procedure:

1. **EDI User:** Send an email to the system administrator (EDI@anlar.com) indicating that the study you are responsible for did not occur or that data collection did not take place.
2. **System Admin:** Seek approval from supervisor and ED Staff to have study archived.
3. **System Admin:** Submit a ticket request to the AEM technical team to have study archived in the system.
4. **System Admin:** Once the study is archived, notify the EDI User that the process has been completed and update all internal documentation.