

Federal Team



EDI Study Deletion Process

Issue Date: May 20, 2025

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Purpose:

This document outlines the current procedure for archiving a study within the EDI system. Deletion may be appropriate when a study did not take place or when no data was collected.

NOTE: If the program office no longer has access to the study data, archiving the study is more appropriate. Please refer to the EDI Study Archive 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 study did not take place or no data was collected

The System Administrator is responsible for:

- Obtaining approval from supervisor and ED staff for study deletion
- Submitting a request to the technical team to delete the study

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 no data collection took place

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2. **System Admin:** Seek approval from supervisor and ED Staff to have study deleted
3. **System Admin:** Submit a ticket request to the AEM technical team to have study deleted from the system
4. **System Admin:** Once the study is deleted, notify the EDI User that the process has been completed and update all internal documentation.