Digitally Recorded Interviews (DRI) Retention and Disposition Policy

Updated August 8, 2025

Retention

Digitally Recorded Interview (DRI) files are produced for quality control purposes and as such have a limited retention period and are not permanently archived.

Dating from the end of the data collection period, the original recording files will be stored for a maximum of 2 years and then deleted. A courtesy notice will be sent to the survey director when the retention period has been met.

Recordings designated as "project deliverables", or data, will be delivered to the PI and destroyed with documented authorization from the PI after delivery.

Cases that are flagged for evaluation require a copy of the DRI file be placed in a directory for OLIVE to then access. Retention for OLIVE files has yet to be confirmed.

Storage

The procedure for storing the original DRI files, including both on-line and off-line locations, is as follows:

> Active on-line storage of the DRI is located in this folder:
> \\sro-dri\dri*{project name}**{interviewer ID}*\
>
> Sample lines in OLIVE have a second on-line copy of the file:
> *\\sro-dri\olivefiles\{samplemanagement system}\{project}*\
>
> Project data collection is closed out by the Data Manager, files in:
> \\sro-dri\dri*{project name}**{interviewer ID}*\

If server storage needs to be reclaimed and files have not met retention period, files may be moved offline to two external hard drives (*{project}* backup A and B) and deleted from the file server.

> Project is archived in Olive by the programmer files in:
> *\\sro-dri\olivefiles\{samplemanagement system}\{project}*\
> Should be deleted.

All actions to be performed by designated DBA/Help Staff (currently Larry Daher) or SRO Archivist (Currently Kelly Chatain) and recorded in a transaction log. To include: Project closeout date, date of removal from sro-dri server, destruction date, project name, project manager.

Redundancy

The two external hard drives are kept in two different locked storage cabinets in the Perry Building:
- In the bottom drawer of the 4 drawer file cabinet in front of room 1366
- In the bottom drawer of the 2 drawer file cabinet in room 1390

CMT backup procedures are as follows (from Daniel Gallegos):
> "sro-dri does an incremental backup to our avamar system daily. These backups are kept for 6 months on the avamar system. Every month I restore this backed up data to another server which is capable of saving this data to tape. We do this for most servers here. I can't say for certain every 3 weeks data is written to tape since this is a manual process. This process varies in how long it takes these jobs to process. What I can

say is every month that data should be getting written out to tape for longer term storage. I can't give an exact time frame on the writing to tape since this varies. We don't have enough space on Avamar to keep daily backups for 2 years. After 6 months any data which is not still on sro-dri will be purged from the Avamar backup but can be restored using these tapes I create monthly going back 2 years."

- Files on the backup drives will be kept for a minimum of 2 years.

Access

Any archived files requested by the project staff will be copied from the external drives or the backup tapes to a secure location on the network. Please contact the SRO Archivist and they will handle to request and transfer.