

**UConn Health**  
**Office of Clinical & Translational Research**  
**Standard Operating Procedures**

Title: Office of Clinical & Translational Research (OCTR) Shared Drive	
Relates to Policy/Procedures: NA	
SOP#: 500-08	Version 3.0
Prepared by: Judie Fine	Original date: 4/1/08
Approved by: Judi Kulko	Date approved: 8/24/16

**Purpose and Applicability:** The OCTR Shared Drive is a document management tool that allows staff to share documents and data through the hard drives of each computer. The purpose of the 500 series of SOPs is to establish a uniform process for the naming and saving of documents relating to the various areas of activity undertaken by the OCTR.

**Background and Significance:** Documents and data created and/or received by each staff member should be named and saved in a standardized way. Those same documents also need to be available to every other staff member.

**Scope:** The OCTR Shared Drive should contain all documents and data relating to the administration of clinical trials at UConn Health that could be needed by any OCTR staff member.

**Responsibilities:** It is the responsibility of each OCTR staff to save documents and/or data to the appropriate Shared Drive folder, and to format the name of the folder according to standard operating procedures.

**Procedural Steps:**

A. There is an individual SOP for each "first level" of folders in the 500 series. The "first level" consists of a folder for each major category of OCTR activities, e.g., Clinical Trials, Administration, Education & Training, etc. The second level, and any subsequent levels, depend on the complexity of the activity, and are specified in each separate SOP.

B. Naming of contents of folders: The name of each document saved to each folder should begin with a brief description of the contents of the folder.

Revision date: 8/24/16; 2/27/14	Revised by: D. Clavette
Reason for revision: 3.0 Name change 2.0 Reflect changes in naming convention	
Date revised version sent to archives & current revision version # advanced:8/24/16	