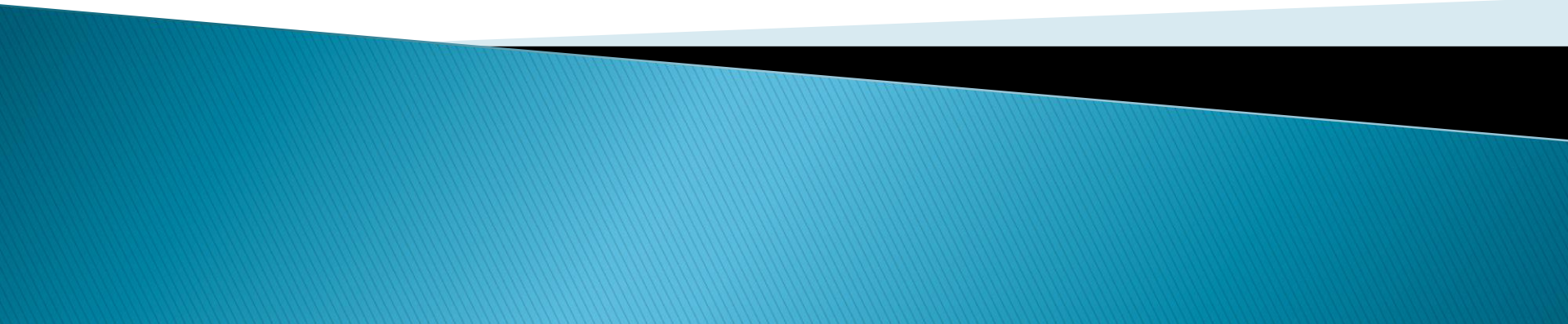
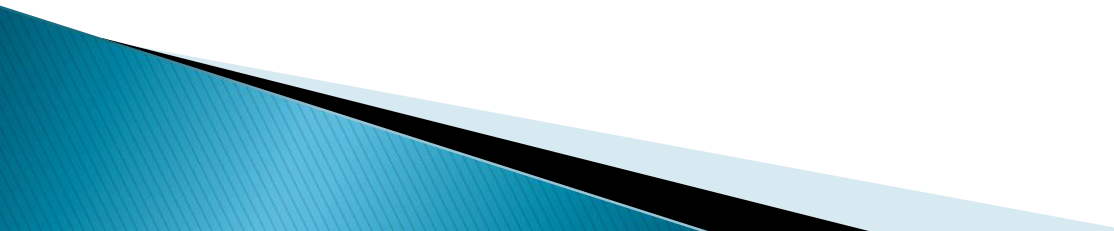
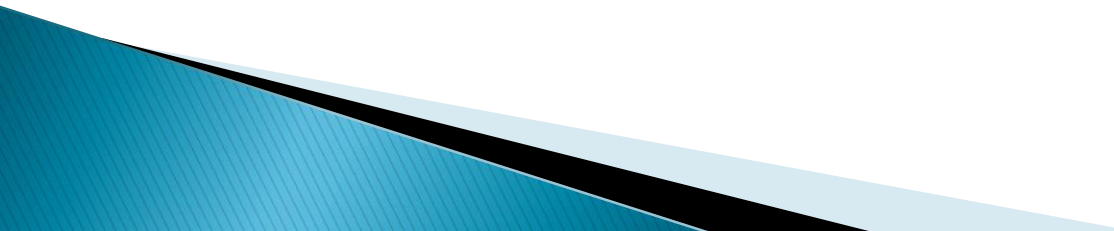


Documentation and archiving



- ▶ These are tedious and time-consuming, but critical part of quality assurance. All activities performed by the laboratory dealing with quality assurance should be documented in written form.
 - ▶ Documents should be maintained by individuals, meaning they should be signed and dated regularly by the individual creating it.
- 

- documentation includes recording
- ▶ the chain of custody of the sample
 - ▶ the calibration
 - ▶ performance of instruments
 - ▶ standard operating procedures
 - ▶ original measurement data
 - ▶ results
 - ▶ reports
- 

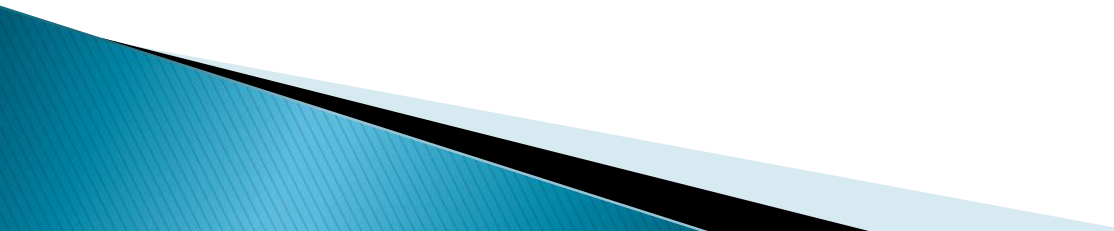
- ▶ Documentation is any communicable material that is used to describe, explain or instruct about an object's system or procedure, its parts, installation, maintenance and use.

Forms of documentation

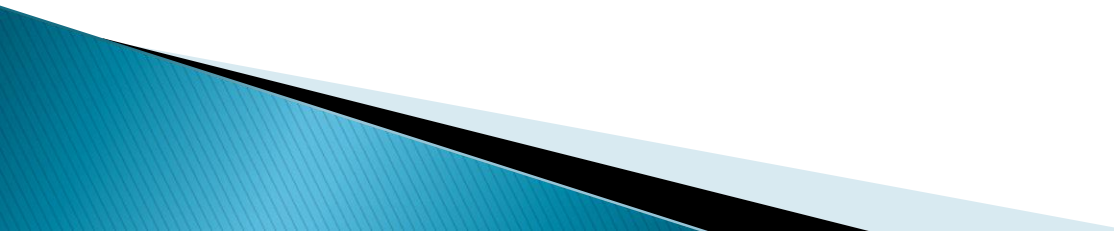
- ▶ Documentation can mean different things in different contexts. For example, there are major differences in documentation for a legal case, a scientific study, an art collection and computer software

- ▶ In the case of computer software these forms commonly include printed materials, plain text files and web pages, audio and video files and built-in documentation.

Purpose of documentation

- ▶ To enable the users to understand, explain, evaluate and improve procedures processes, information systems, and internal controls.
 - ▶ To train personnel
 - ▶ To understand the systems and to evaluate the systems' controls
- 

benefits of documentation

- ▶ Good documentation with regard to computer software it can make it easier to use, save users time, frustration and money.
 - ▶ It can be used in improving, extending and updating of soft wares and your work.
 - ▶ Bad documents include incompleteness, lack of clarity, inaccuracy, obsolete, difficulty in access.
- 

Importance of documentation:

- ▶ Used as evidence
- ▶ for information and
- ▶ Sharing ideas with from others.

Archiving Data

- ▶ Data archiving is the process of saving data that is no longer actively used and keeping it retained that can be further used as reference

Importance of Archiving:

- ▶ The Top 3 Benefits of Archiving
- ▶ **1. Prevent Data Loss**

Information that hasn't been archived could be lost forever. Archived data allows employees to retrieve back up information.

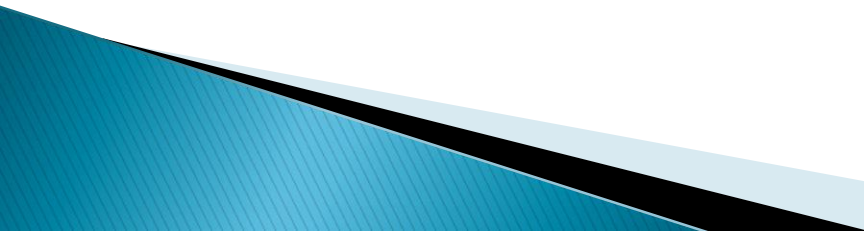
▶ 2. Legal Requirements

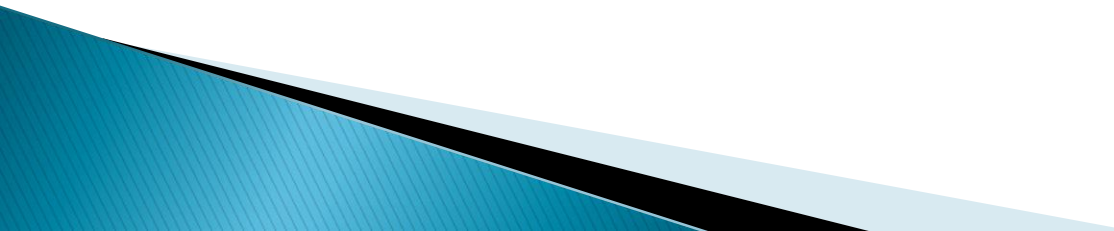
Archiving is important for legal reasons too.

▶ 3. Increase Security

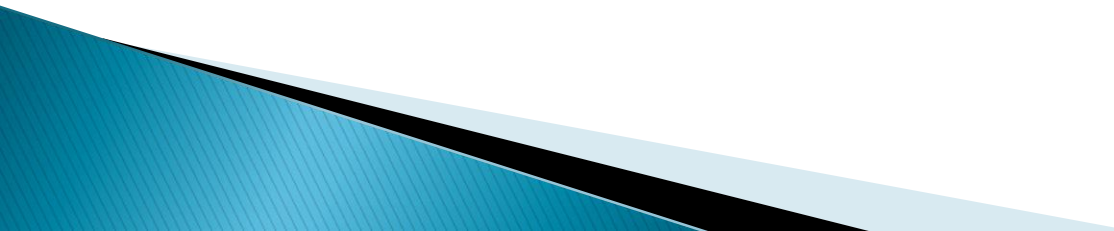
By securely archiving documents can keep track information and increase protection from unauthorised third parties.

Types of storage medium

- ▶ Today, magnetic storage is one of the most common types of storage used
 - ▶ ● Floppy diskette
 - ▶ ● Hard drive
 - ▶ ● Magnetic strip
 - ▶ ● Super Disk
 - ▶ ● Tape cassette
 - ▶ ● Zip diskette
 - ▶ ● CD-ROM Optical storage devices
- 

- ▶ Another common storage is optical storage, which uses lasers and lights as its method of reading and writing data.
 - ▶ ● Blu-ray disc
 - ▶ ● CD-ROM disc
 - ▶ ● CD-R and CD-RW disc
 - ▶ ● DVD-R, DVD+R, DVD-RW, and DVD+RW disc
 - ▶ ● Flash memory devices
- 

How to archive data?

- ▶ **The Quantum Scalar i3 tape library can be used for data archiving.**
 - ▶ Other archival systems use offline data storage in which archive data is written to tape or other removable media using data archiving software, rather than being kept online. Because tape can be removed, tape-based archives consume far less power than disk systems. This translates to lower archive storage costs.
- 

Cloud storage

- ▶ is another possible archive target. Amazon Glacier, for example, is designed for data archiving. This method is inexpensive. In addition, costs can grow over time as more data is added to the storage cloud.

