



WARF

Wisconsin Alumni Research Foundation

Research Notebook Guidelines

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Records should...

- Recreate and trace
- Conduct additional work without assistance of original researcher

Records (hard or electronic) should...

- What
- Why
- Who
- When
- Results
- Conclusions
- Future plans

All details...

- Original raw data, final results, protocols and designs, calculations, equipment, key to abbreviations
- Original raw data from instruments, drawings, photographs, charts, computer printouts

Attach data...

- Tape all edges
- Single layer
- Initial across two edges overlapping onto notebook page
- Date across other two edges overlapping onto notebook page

Entries should be entered...

- Same day as the event
- Sign and date
- Witness and date

Criteria

- Permanently bound with numbered pages
- Table of Contents
- Entries consecutive
- X unused
- Permanent waterproof ink
- Legible
- No erasures or blotting
- Corrections

Store notebooks

- Night storage
- Central location
- Numbered consecutively
- Reproduced on microfilm
- Reproduction securely stored
- Disaster recovery plan

Lab plan

- One person (custodian) issue notebooks
- Same person maintain master list
- New employees read/sign-off on guidelines
- Record retention policy (hard/electronic)
- Lab book check – 30 days and periodically
- Annual performance review – adherence notebook(s)/guidelines/policies

Electronic records

- Who created it?
- When was it created?
- What was its content when it was created?
- Who had access?
- Can it be recreated in “human readable form”
- Data, images, documents CD as pdfs or ?

Dual approach

- Maintain a hard copy book with copious cross-references to e-data
- Specific hierarchy schemes
- Specific naming conventions
- Print screens
- Server backup schedules



Email your questions and comments to
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