File Note

<<Study Name/Acronym>>

**Subject:** Data Cleaning Documentation

**Date Written:**

|  |
| --- |
|  |
| **File Note - Description** |
| As per ECTU Central Office SOP ECTU\_DM\_XX Data Cleaning, all documentation relating to the data cleaning of the study including the study-specific Data Cleaning Log, Emails and Reports are retained in the Data Management section of the <<Study Name/Acronym>> folder on the ECTU shared drive as below:  *State drive link for Data Cleaning folder* |

|  |  |
| --- | --- |
| **Approval** | |
| **Written By (Name and Designation)** |  |
| **Signature** |  |
| **Date** |  |

<<<<<<<<<<<For Template use only. Remove this page from study specific version>>>>>>>>>>>>>>

|  |  |  |  |
| --- | --- | --- | --- |
| **Template Revision History** | | | |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions** |
| 1.0 | 15-June-2023 | Lynsey Milne (Data Manager) | * Initial Creation * Template version set at 1.0 |