By completing this form, the Investigator chooses to close-out a previously approved NIAGADS project, and agrees to destroy all data related to the project.

**Destruction of Data**

Data downloaded from NIH-designated data repositories must be destroyed if they are no longer needed or used, or if the project is to be terminated and closed-out with NIAGADS. Delete all data for the project from storage, virtual and physical machines, databases, and random access archives (i.e., archival technology that allows for deletion of specified records within the context of media containing multiple records).

* Investigators and Institutions may retain only encrypted copies of the minimum data necessary at their institution to comply with institutional scientific data retention policy and any data stored on temporary backup media as are required to maintain the integrity of the institution’s data protection program. Ideally, the data will exist on backup media that is not used by other projects and can therefore be destroyed or erased without impacting other users/tenants. If retaining the data on separate backup media is not possible, as will be the case with many users, the media may be retained for the standard media retention period but may not be recovered for any purpose without a new Data Access Request approved by the NIH. Retained data should be deleted at the appropriate time, according to institutional policies.
* Shred hard copies and CD ROMs or other non-reusable physical media.
* Delete electronic files securely. For personal computers, the minimum would involve deleting files and emptying the recycle bin or equivalent with equivalent procedures for servers. Optimally, use a secure method that performs a delete and overwrite of the physical media that was used to store the files.
* Ensure that backups are reused (data deleted) and any archive copies are also destroyed.
* Destroy media according to (NIST) Guidelines for Information Media Sanitization (<http://csrc.nist.gov/publications/PubsSPs.html>)
1. **Research Summary**: Describe major findings as a result of using data obtained from NIAGADS over the past year. Describe any secondary data resulting from use of NIAGADS data. These data must be returned back to NIAGADS in accord with the [NIA Genomics Sharing Policy](http://www.nia.nih.gov/research/dn/alzheimers-disease-genomics-sharing-plan), the [NIAGADS Data Distribution Agreement](https://www.niagads.org/sites/all/public_files/Revised_DDA_NIAGADS_FNL_021715-4.pdf)  and the NIH Genomic Sharing Policy [NIH Genomic Data Sharing Policy](http://gds.nih.gov/).

1. **Publications:** List publications resulting from analysis of data obtained from NIAGADS over the past year. Please include manuscripts accepted for publication or in press. List any accepted publications including the PubMed Central Identification Number (PMCID).
2. **Scientific Presentations**: List scientific presentations resulting from use of data obtained from NIAGADS.

**4. Additional Collaborators**. List any internal or external collaborators who have used data associated with the project.

**5. Data Security.** Describe any issues that have occurred with data security.

**6. Reason for Close Out.** Briefly describe reason for project close out.

**Printed Name of Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**