

Survey 13: Recordkeeping

Please use the scale below to rank the level of your agreement or disagreement with each of the following statements.

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

1. Research records should be written in ink. _____
2. Research records should be in a bound lab notebook. _____
3. Research records should be in a bound lab notebook with numbered pages. _____
4. Research records should be dated in chronological order. _____

Daily research records should include

5. the date. _____
6. the name(s) of investigator(s). _____
7. a summary of what was planned. _____
8. a summary of what was done. _____
9. a countersignature or notarization by someone else. _____

10. Original research records should always be kept in the institution in which they were created. _____
11. On leaving a research group, a graduate student or postdoc should take the original research records for the work that they had been doing. _____
12. On leaving a research group, a graduate student or postdoc should take a copy of the research records for the work that they had been doing. _____
13. On leaving a research group, a graduate student or postdoc should not take copies or originals of the research records for the work that they had been doing. _____