

Human Subjects Office Records Retention Schedule

(Contact Person: Elona McLees: 4-4546)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL? (Y/N)	CONFID.? (Y/N)	VITAL? (Y/N)	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON- ACTIVE						
		(CY: Current Yr)								
Research Project Applications and Supporting Documents	Human Subjects Office	N/A	CY + 1 -Paper ≥2yrs - Other	N/A	Y	Y	Y	Paper, microfilm, CD-ROM	Investigator's Files	Stored in secured file room.
IRB-01 Written Ballots	Human Subjects Office	N/A	1994-1995 - Microfilm 1996-CY - Paper	N/A	Y	Y	Y	Paper, Microfilm	NO	Stored in secured file room.
Minutes - IRB Meetings	Human Subjects Office	N/A	ALL MINUTES	N/A	Y	Y	Y	Paper, PC	NO	Stored in secured file room and on network. Files backed up nightly.
IRB Standard Operating Procedures	Human Subjects Office	N/A	CURRENT VERSION	N/A	Y	Y	Y	Paper, PC	N/A	Stored in secured file room and on network. Files backed up nightly.
Web Page Content, Electronic Forms	Human Subjects Office	N/A	CURRENT VERSION	NA	Y	Y	N	PC	N/A	Stored on network drive which is backed up nightly.
UI Research Information System Database	Office of Vice President for Research	N/A	ALL ENTRIES	N/A	Y	Y	Y	Network Server	N/A	Stored on network drive which is backed up nightly.
Office Correspondence of an Official Nature	Human Subjects Office	N/A	ALL	N/A	Y	Y	Y	Paper, PC	NO	Locked offices in building that is locked after hours
Effective Date: 5/1/01										