ANIMAL CARE AND USE PROTOCOL RECORDS

Description: Used to document research, teaching, and testing projects involving animals. Information includes title of project, name of principal investigator, funding agency, laboratory research concerning animals, field studies, animal welfare policy, project reports, and any related information.

Retention: 3 years after completion of project; destroy.
Schedule approved 7/25/94;

HUMAN SUBJECT RESEARCH PROTOCOL RECORDS

Description: Used to document research projects involving human subjects. Information includes title of project, name of principal investigator, funding agency, grant number, patient’s information and signature, project reports, and any related information.

Retention: 3 years after completion of project; destroy.
Schedule approved 7/25/94;

INSTITUTIONAL BIOSAFETY PROTOCOL RECORDS

Description: Used to document research projects involving biological hazards, chemical hazards with vertebrate animals, and recombinant DNA. Information includes Institutional Biosafety Committee reports and recommendations, project title, name of principal investigator, type of hazardous agent, project number, funding agency (if any), research protocols, and any related information.

Retention: 3 years after completion of project; destroy.
Schedule approved 10/2003;