

Retention of Research Records (HRPP 1.17)

Description:

This policy describes UNMC's requirements for retention of research records by the investigator.

Policy:

- **Non-Exempt Research:** all research records (*with subject identifiers, if any*) **must be securely stored for at least 7 years beyond the study's end**, or longer if required by sponsors or regulatory bodies
- **Exempt Research:** retain records for **at least 3 years** post-study

Required Records:

Research records include:

- All applications, forms, communications, and reports in RSS (*presence in RSS counts as retention*)
- Subject files (*e.g. consent forms, lab results*)
- All communications with sponsors, funders, other investigators, or coordinating centers

RSS Records:

- If documents (*like IRB applications, deviation reports, etc.*) are stored in RSS, that storage qualifies as compliant retention

Department Retention of Records:

- **PI Departure:** if a PI leaves before the retention period ends, their department/college is responsible for the records
 - **Student Research:** the faculty advisor retains responsibility
 - **Volunteer Faculty:** the dean/designee ensures records are maintained