

MESSAGE SENT ON BEHALF OF
Dr. Bjorn Steffensen
Associate Dean for Research – Dental School

Dear Colleagues:

In context of the ongoing hallway clearance project, I have contacted Joseph Schmelz (Director of the Institutional Review Board) and Gayle Knight (Assistant Vice President for Regulatory Affairs & Compliance) for guidance on retention of research related records. I received the following web sites and information. Please be aware that the information may change, and verify yourself as needed for your particular situation.

Best regards,

Bjorn Steffensen

A multitude of types of research records must be retained for various periods of time, and include, but are not limited to financial documents, compliance records, research data, laboratory notebooks, patient information, IRB information and records, dental/medical records, manuscripts, and others.

All research records are governed by the **University's Record Retention policy**
Records management

<http://www.library.uthscsa.edu/university/records.cfm>

Records retention schedule

<http://www.library.uthscsa.edu/university/recordsRRS.cfm>

Searchable site:

<http://www.library.uthscsa.edu/university/rrsSearch.cfm>

Office of Sponsored research

See section 7.5 on Record retention at this site

http://research.uthscsa.edu/osp/gm_manual/section_7.htm#7.5

http://research.uthscsa.edu/osp/gm_manual/section_appendixJ.htm

VA research is governed by the VA rules (please consult the VA R&D Office for guidance)

Example – investigational drugs

<http://gcrc.uthscsa.edu/VA-guidelines-invest-drugs.pdf>

Research using PHI is subject to HIPAA - records must be maintained for six years after closure.

Verify that dental/medical records and laboratory results are retained for the appropriate times.

FDA regulated research (involving drug or device)- records must be maintained from three years after submission to the FDA.

<http://research.uthscsa.edu/irb/fda.shtml>

(See under Documentation)