

## **Record Retention**

---

Copies of all proposals submitted, IRB review results, and minutes of IRB meetings will be stored in the Human Subjects Administrator Office. All correspondence between the IRB and human subject researchers will be handled by the staff of the Human Subjects Administrator Office. All records will be retained for at least 3 years after the completion of each approved research project (in accordance with the guidelines in the Protection of Human Subjects, 45 CFR 46, part 46.115).

Copies of the Protection of Human Subjects guidelines are available on the Office of Research and Sponsored Programs website:

This website was last updated 13 June 2016 and the IRB guidelines are effective immediately.