1 PURPOSE
1.1 This procedure establishes the policy for retaining HRRC records.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Replaced all references to “IRB” with “HRRC.”
2.2 Eliminated procedures.

3 POLICY
3.1 Protocol files are to be retained as long as required by law and then destroyed.
3.2 All records not in protocol files are retained indefinitely.
3.3 Protocols in which there was no subject enrollment or no research was conducted are to be retained the same as protocols where research was conducted.
3.4 All records for research conducted or funded by a Common Rule department or agency are to be accessible for inspection and copying by authorized representatives of that agency at reasonable times and in a reasonable manner.
3.5 Records maintained that document compliance or non-compliance with Department of Defense (DOD) regulations shall be made accessible for inspection and copying by representatives of the DOD at reasonable times and in a reasonable manner.
3.6 All records for research subject to FDA regulations are to be accessible for inspection and copying by authorized representatives of FDA at reasonable times and in a reasonable manner.
3.7 All records are to be accessible for inspection and copying by the Veterans Administration (VA) Research and Development Committee at reasonable times and in a reasonable manner.
3.8 Veterans Administration (VA) HRRC records are retained in accordance with VHA’s Records Control Schedule.

4 RESPONSIBILITIES
4.1 None

5 PROCEDURE
5.1 None

6 MATERIALS
6.1 None

7 REFERENCES
7.1 None