IACUC Records Retention Policy

Purpose
This policy provides guidance regarding the retention of records to ensure that IACUC records are maintained for the time periods required by PHS Policy, the Animal Welfare Act (AWA), state regulations, as well as AAALAC guidelines, and then discarded to reduce administrative burden.

Policy
UC Davis will adhere to the records retention requirements described in the PHS Policy and the AWA which require that all required records be maintained for three years. Further, records that relate directly to proposed activities (protocols) or proposed significant changes to ongoing activities (amendments) shall be maintained for the duration of the activity and an additional three years after the completion of the activity.

Procedure
The following records will be maintained by the IACUC office for the specified periods of time:

1. Protocols and amendments will be maintained for three years after the protocol’s expiration date.
2. Meeting minutes will be maintained six years from the date of the meeting.
3. Semi-annual program reviews and facility inspection reports will be maintained for three years from the date the review/inspection was conducted.
4. Laboratory inspection reports will be maintained for three years from the date of inspection.
5. Post-approval monitoring reports will be maintained for three years after the protocol’s expiration date.
6. USDA inspection reports will be maintained for three years from the date of inspection.
7. Reports of concerns will be maintained for three years from the evaluation date. If the report relate directly to a protocol, it will be maintained for three years after the protocol’s expiration date.
8. AAALAC program descriptions and annual reports will be maintained for six years.
9. IACUC Correspondence with PIs, USDA, and OLAW will be maintained for three years from the date of the correspondence. If the correspondence related directly to a protocol, it will be maintained for three years after the protocol’s expiration date.
10. Department of Fish and Game detrimental species records and permits will be maintained for three years (DF&G Restricted Species Manual 671.1(4)) from the date issued.
The following records will be maintained by the veterinary services, individual laboratories or the individual animal facilities for the timeframe specified:

1. Acquisition/Disposition Records for USDA covered species will be maintained for three years after animal disposition.

2. Animal room temperature logs, daily check sheets, and husbandry logs will be maintained for three years.

3. Quality assurance records (cage wash temperature results, rodac plate results, sentinel reports, and autoclave monitoring results) will be kept for three years.

4. Medical and surgery records are covered under AV-402 [1].

Procedure: IACUC-12
Date: November 15, 2012
Enabled by: PHS, AWA
Supersedes: December 4, 2008

Contact

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More information

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