



Guidelines on Retention of IACUC Records and Records Information Requests

Federal regulations and University policy require the IACUC to keep relevant records for a minimum of three years, and records which directly relate to protocols to be kept for the duration of the activity and for an additional 3 years after completion of the activity.

The IACUC is responsible for maintaining the following records:

- Assurance document approved by OLAW;
- Minutes of IACUC meetings;
- Records of IACUC attendance, activities, and deliberations;
- Documentation of protocols and proposed significant changes to protocols that were reviewed by the IACUC, and whether approval was given or withheld;
- Reports of semiannual IACUC evaluations and recommendations to the IO, including minority views;
- Accrediting body determinations.

Records documenting such activities as the provision of adequate veterinary care, training, and occupational safety, are expected to conform with the recommendations of the *Guide* and with commonly accepted professional standards.

The University has defined "activity" as the 3-year protocol approval period. Therefore, when an IACUC protocol expires at the end of the three-year protocol approval period (e.g. when it is replaced by a new protocol), or if it is closed at any time by the Principal Investigator or IACUC, the record is maintained for an additional three years beginning with the date of closure/expiration. At the end of the three-year retention period, the records are destroyed.

NOTE: Journals may request proof of past IACUC approval and thus researchers should keep their copies of IACUC protocol approval documents associated with potential publications, as the IACUC Administrative Office may not be able to provide copies of archived documents.

Formal Requests for Records:

All requests for records pertaining to the use of live animals is made by an external party or from an individual not on the IACUC committee or part of BRF management should be referred to either the IACUC Administrative Office or the Office of Compliance. Some of these materials are subject to the Illinois Public Records Act and must be released; however, they will be carefully redacted by the relevant university office prior to any such release to protect personal and proprietary information.