

Provost and Vice Chancellor for Academic Affairs
College of Arts and Sciences
Graduate Studies and Research Centers

620.01 Organizational Support Review Reports

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of documents which are used by the university to internally evaluate its joint testing for the police department.

File series contents include school resource officer training surveys and wage classification studies.

Recommendation: Retain in office for five (5) years and the completion of all audits under supervision of the Auditor General, (if necessary) then transfer to the University Archives for permanent retention.

Disposition Approved 8/20/08

620.02 Institutional Review Board (IRB) Protocols (Originals)

Dates: 1995-
Volume: 17 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological & Alphabetical

This record series consists of original faculty and student research files with human subjects. Signed consent forms by participants, health data, copies of surveys and interviews are included in the file. The file is generated by a student in a medical field (e.g. Nursing, Psychology, Kinesiology) to complete requirements for the program as a final project or thesis.

The U.S. Department of Health and Human Services Protection of Human Subjects Regulations require institutions to retain records of Institutional Review Board activities and certain other records frequently held by investigators for at least three (3) years after completion of the research (45 CFR 46.115(b)).

Recommendation: Retain in office for three (3) years after completion of the research, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 4/17/13