1 PURPOSE
1.1 This procedure establishes the process to retain and destroy IRB records.
1.2 The process begins at the creation of a record.
1.3 The process ends when records that no longer need to be retained are destroyed.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 IRB Records, as defined in 45 CFR 46.115, are to be retained as long as required by law and then destroyed.
3.2 Records may be maintained in printed form or electronically.
3.3 IRB Records in which there was no subject enrollment or no research was conducted are to be retained the same as IRB Records where research was conducted.
3.4 IRB Records shall be accessible for inspection and copying by authorized representatives of the Federal department or agency at reasonable times and in a reasonable manner.

4 RESPONSIBILITIES
4.1 Human Subjects Office staff members carry out these procedures.

5 PROCEDURE
5.1 Destroy IRB Records in accordance with Federal regulations (e.g., 45 CFR 46.115; 21 CFR 56.115; and 32 CFR 219).
5.2 In the case of multi-center or multi-site research where FSU is not acting as the Single IRB, the record retention period refers to FSU’s involvement in the research, not the entire study.

6 MATERIALS
6.1 None

7 REFERENCES
7.1 None