

Guideline Number	IG035
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IG035: IACUC PROTOCOL RECORD RETENTION

USDA Animal Welfare Regulations states:

§2.35 (f) Recordkeeping Requirements – All records and reports shall be maintained for at least 3 years. Records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and for an additional three years after the completion of the activity.

PHS Policy states:

IV.E. (2) Recordkeeping Requirements – All records shall be maintained for at least three years; records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and for an additional three years after the completion of the activity.

Retention of MSU Animal Use Protocols:

For record keeping purposes the “duration of the activity” shall be defined as the period of time covered by the 3 year protocol approval. Once the protocol goes inactive it will be retained for an additional 3 years as delineated in the federal regulations.