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. All records shall be accessible for inspection and copying by authorized OLAW or other PHS representatives at reasonable times and in a reasonable manner.

Retention of MSU Animal Use Forms (AUFs)

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

Additional Study Records

All additional study records should be maintained by the Principal Investigator as per Michigan State University best practices http://uiio.msu.edu/research_data.htm or retained as required by law or by funding source.