1. PURPOSE
   1.1. This policy establishes the record retention of the IRB and PI and the documentation of findings to the PI.

2. REVISIONS FROM PREVIOUS VERSION
   2.1. None

3. POLICY
   3.1. <u>IRB record retention:</u>
      3.1.1. The IRB's files must be maintained in a manner that contains a complete history of all IRB actions related to review and approval of a protocol, including continuing reviews, amendments, and reportable events.
      3.1.2. The IRB will maintain and retain the appropriate records for each research study, consistent with federal regulations and IRB policy.
      3.1.3. Research study records may consist of electronic and non-electronic records.
   3.2. <u>IRB documentation:</u>
      3.2.1. Study-specific documents will be prepared, mai

3.3. PI record retention:

3.3.1. The PI will maintain and retain the appropriate records for each research study, consistent with federal regulations and MU's records retention policies.

3.3.2. Research study records may consist of electronic and non-electronic records and will be accessible for inspection and copying by authorized representatives of that agency at reasonable times and in a reasonable manner.

3.3.3. When authorization to use or disclose Protected Health Information -TQ0.000009 12 0 m 133