Research records are identified in the University of Arizona Common Records Retention and Disposition Schedule. A record generally is defined as information in any format associated with a research project.

**IRB record**

IRB records are retained for at least (6) following completion of the research, which is the longer of the time requirements by the Common Rule, FDA, and HIPAA regulations.

This applies to all research studies, whether or not participants were enrolled. Sponsored grants and contracts may require additional periods for record retention.

**Investigator records**

Research records should be maintained for whichever of the following time periods is the longest:

- a) The length of time required by law; or
- b) As long as the sponsor requires (for sponsored research); or
- c) 6 years after the completion of the research; or
- d) 6 years after the age of majority, if the research involves children

For accessibility purposes (such as audit), original, signed consent forms must be kept in a secure location on University of Arizona property. Store research records as described in the IRB approved project. If desired, the investigator may archive these records with the UA Records Management.

**FDA regulated research**

In accordance with FDA requirements, an investigator shall retain records required to be maintained under FDA for a period of two (2) years following the date a marketing application is approved for the drug or device for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until two (2) years after the investigation is discontinued and FDA is notified.