**Appendix 1. Record Retention Schedule**

The following are the record retention schedules established by each official repository of records and are subject to periodic review and change. Copies of these records that are held by units other than the official repository are secondary copies and should be destroyed in accordance with record management policy when they no longer serve a useful administrative purpose. For more information about the retention of any type of record listed here, contact the official repository.

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| **Type of Record** | **Official Repository** | **Retention Period** |
| **STUDENT RECORDS** |  |  |
| **Admission, Undergraduate** |  |  |
| Applicants who do not enroll | Enrollment Services Division | Three years after application term |
| Applicants who enroll | Enrollment Services Division | Five years after graduation or date of last attendance |
| Applicants who enroll, letters of recommendation | Enrollment Services Division | Until enrollment |
| Non-applicants who send documents | Enrollment Services Division | One year from date of receipt |
| **Admission, Graduate** |  |  |
| Applicants who do not enroll | School of application | Three years after application term |
| Applicants who enroll | School of application | Five years after graduation or date of last attendance |
| Applicants who enroll, letters of recommendation | School of application | Until enrollment |
| Non-applicants who send documents | School of application | One year from date of receipt |
| **Financial Aid** |  |  |
| Federal Student Financial Aid Program and Fiscal Records | Enrollment Services/ Financial Aid | At least three years from the end of the award year in which the FISAP was submitted |
| Federal Student Financial Aid Recipient Records | Enrollment Services/ Financial Aid | Three years from the end of the award year in which the FISAP was submitted |
| Federal Student Loans | Enrollment Services/ Financial Aid | Three years from the end of the award year in which the student last attended |
| Scholarship application, review, and selection | Awarding Unit | Three years from award year |
| **Registration and Attendance/Academic Progress Records** |  |  |
| Academic records (grades, transcripts, change of grade forms, class lists, original grade  sheets, graduation lists) | Registrar | Permanent |
| Academic action authorizations (dismissal, etc.); advanced placement and other placement  tests; correspondence; credit by examination reports/scores; curriculum change authorizations; degree audit records; graduation authorizations; military documents; name change authorizations; transfer credit evaluations | Registrar | Five years after graduation or date of last attendance |
| Withdrawal authorizations | Registrar | Two years after graduation or date of last attendance |
| Applications for graduation; student class schedules; medical records, personal data  information forms | Registrar | One year after graduation or date of last attendance |
| Audit authorizations, changes of course (add/drop); credit/no credit approvals (audit, pass/fair,  etc.); registration forms; student transcript requests | Registrar | One year after date submitted |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| Grade reports (registrar’s copies) | Registrar | One year after date distributed |
| FERPA records of disclosures and requests for disclosures | Registrar | Retained for same period as records to which they refer |
| Federal Disclosure Records ( crime statistics/security report, SRK graduation/completion,  transfer out data, athletic participation/EADA documents, institutional information | Registrar/Dept. of Public Safety | Three years from date of disclosure |
| Hold or encumbrance authorizations | Registrar | Until released |
| Publications, Statistical Data/Documents, and Institutional Reports (catalogues, commencement  program, degree statistics, enrollment statistics, grade statistics, race/ethnicity statistics, published schedule of classes) | Registrar | Permanent |
| Grade book data | Instructor of record (If instructor leaves the university;  department takes over records) | Four years |
| Final exams and all other grade work which effected the course grade | Instructor of record (If instructor leaves the university;  department takes over records) | One year |
| Foreign student enrollment (F-1 and M-1 visas) | Office of International Services | Five years after last enrollment |
| Foreign exchange visitors (J-1 visa) | Office of International Services | Five years after last enrollment |
| **Student Disciplinary Records** | Student Affairs | Seven years |
| **CAMPUS CRIME** |  |  |
| Data on criminal offenses on campus | Dept. of Public Safety | All supporting records must be kept for three years following the publication of the last annual campus security report to which they apply; thus, the records retention period is seven years after the date an incident was reported |
| **DONOR** |  |  |
| Trusts/Bequests | University Advancement | Indefinitely |
| Real Property | University Advancement | Indefinitely |
| **EMPLOYEE BENEFITS ADMINISTRATION** |  |  |
| Employee benefit plan documents | General Counsel | End of plan plus one year |
| Employee benefit plan reports (annual reports, summary of material modification, notice of  reportable events, determination of benefits, employee reports) | Retirement Administration and Health Plans | Six years after filing |
| Enrollment and change forms/data | Benefits Administration | Ten years |
| Complaints against plans (non-medical) | Benefits Administration | Permanent |
| **EMPLOYMENT, APPLICANT and PAYROLL RECORDS** |  |  |
| **Employment Forms** Alien Questionnaire (Non-Resident), Application for employment,  arbitration agreements, employee data form, equity and diversity form | Payroll Services | Termination plus seven years |
| Alternative Work Schedule Plan | HRA | Termination plus seven years |
| Applicant data, including notes taken during screening or interview process, names of those  screened, considered, interviewed, offered a position | School/Division HR Office | Three years |
| Attendance Records | School/Division HR Office/Payroll Services | Seven years |
| Check Registers and check transmittals | Payroll Services | Three months |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| Child Support Orders | Payroll Services | Indefinitely |
| Discrimination and Harassment Complaints (protected classes) | Equity and Diversity | Three years in office; 10 years in storage |
| Direct Deposit Authorization | Payroll Services | Termination plus seven years |
| Employee complaints | School/Division HR Office |  |
| Family and Medical Leave Records (dates of leave and FMLA notice) | School/Division HR Office | Three years |
| Garnishments | Payroll Services | Indefinitely |
| I-9 Form | Payroll Services | Indefinitely |
| Job Description (Staff only) | Payroll Services | Termination plus seven years |
| Job Information Questionnaire | Payroll Services | Termination plus 7 years |
| Labor Distributions | School/Division HR Office | Seven years |
| Medical surveillance and exposure-related records | Environmental Health and Safety | Termination plus 40 years |
| Memos to file from Personnel Services  (i.e. termination paperwork) | Payroll Services | Termination plus seven years |
| Memos-15-Year Service Letters | Payroll Services | Permanent |
| Name Change (Data Form) | Payroll Services | Termination plus seven years |
| Payroll Data including date paid, time period covered, gross to net, deductions, taxes and  reductions | Payroll Services | Termination plus seven years |
| Payroll Check Request | Payroll Services | Termination plus seven years |
| Performance reviews and memos to file regarding job performance | School/Division HR Office | Termination plus seven years |
| Personnel Request Form (PS-130) | Payroll Services | Termination plus seven years |
| Resume | Payroll Services | Termination plus seven years |
| Salary Exception Requests | Payroll Services | Termination plus seven years |
| Social Security Number Change (Data Form) | Payroll Services | Termination plus seven years |
| Stop Payment Orders | Payroll Services | Termination plus seven years |
| Subpoenas | Payroll Services | Two Years |
| Tax—Federal levies | Payroll Services | Indefinitely |
| Tax—Returned Undelivered IRS Form w-2 | Payroll Services | Five years |
| **Tax Forms** Revenue Procedure Letters, 1001 and 1001Q, Scholarships, California DE-4, IRS  1078, IRS 8233, W-4 | Payroll Services | Termination plus seven years |
| Termination Form and supporting documentation (including letters and agreements) | Payroll Services | Termination plus seven years |
| Time Reports—CWSP | School/Division HR Office/Payroll Services | Five years  Five years |
| Time Reports—Non CWSP | School/Division HR Office/Payroll Services | Four years |
| Work Injury Records | Workers’ Compensation | Termination plus 40 years |
| Work Schedules | School/Division HR Office | Three years |
| Workplace safety and training records | Environmental Health and Safety | Five years |
| **FINANCIAL AND BUSINESS RECORDS** |  |  |
| **Bank reconciliation** Disbursement cancelled checks, bank reconciliations, JVs, files with  balance | Student Account Services | Indefinitely |
| Bursar unclaimed property records | Student Account Services | Indefinitely |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| Bursar student microfiche/CDs | Student Account Services | Permanently |
| Bursar adjustment requests | Student Account Services | seven years |
| Bursar accounting records | Student Account Services | Three years |
| Bursar system access requests | Student Account Services | One year |
| **Collections** Promissory notes, credit applications, correspondence with students, internal  memos, collegian agencies correspondence, bankruptcy notices, returned checks, Buckley waiver forms, files with zero balance | Student Account Services | Indefinitely |
| Fee assessment forms and tuition and fee charges | Student Account Services | Five years after graduation or date of last attendance |
| Student Credit Card information | Student Account Services | Seven years |
| **Corporate**—Incorporation | Office of General Counsel | Permanent |
| **Corporate**-Board | Office of General Counsel | Permanent |
| Positive Pay (Pos Pay) notifications and check image from bank | Disbursement Control and Accounts Payable | Four years |
| Disbursement JVs | Disbursement Control and Accounts Payable | Four years |
| Independent Contractor Agreements (Unrestricted) | Disbursement Control and Accounts Payable | Five years after final payment |
| Independent Contractor Agreements (Restricted) | Disbursement Control and Accounts Payable | Five after final project payment and final audit |
| California 590 Forms—Withholding Exemption | Disbursement Control and Accounts Payable | Three years after final payment |
| IRS 1099 Forms | Disbursement Control and Accounts Payable | Four years |
| Sales use tax accruals | Disbursement Control and Accounts Payable | Four years or after final state audit |
| Direct Deposit or Electronic Funds Transfer Applications (initiation / change) | Disbursement Control and Accounts Payable | Two years after no payment activity |
| Electronic Data Interchange (EDI) applications (initiation / change) | Disbursement Control and Accounts Payable | Two years after no payment activity |
| Payment history | Disbursement Control and Accounts Payable | Permanent |
| Gift account documents | Comptroller’s Office |  |
| Mailing/Material Management financial documentation | Mailing and Material Management Services | Seven years |
| Mailing Services outgoing mail requisition | Mailing and Material Management Services | Seven years |
| Mailing Services JVs and backup | Mailing and Material Management Services | Seven years |
| Material Management gas cylinders documentation | Mailing and Material Management Services | Permanent |
| Mailing Services work orders and postal documents | Mailing and Material Management Services | Seven years |
| Corporate card payment records (Procurement Card, Travel Card, and Ghost Card) | Travel Management and Corporate Card Services | Permanent |
| Procurement card statements and transaction receipts(Unrestricted accounts) | Charging Department | Four years |
| Procurement card statements and transaction receipts (Restricted accounts) | Charging Department | Four years after final project payment and completion of final audit |
| Purchase Orders (other than sponsored project accounts and subcontracts) | Purchasing Services | Five years after final payment |
| Purchase Orders—sponsored project accounts and subcontracts | Purchasing Services | Five years after final project payment and final audit |
| Supplier Contracts | Purchasing Services | Five years after final payment |
| New Supplier Information Forms | Purchasing Services | Three years after submission |
| Small Business Administration (SBA) Certification | Supplier Diversity Services | Until they expire |
| Small Business Government Sub-Contracting Plans | Supplier Diversity Services | Five years after final project payment or completion of final audit |
| Space Management space inventory working copies | Financial Services | Three years |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| Space and Equipment Mgmt final files of university owned equipment and negative finals | Financial Services | Seven years |
| Space and equipment mgmt final files for government/sponsored equipment | Financial Services | Seven years after disposition |
| Space and equipment mgmt physical inventory documentation | Financial Services | Five years |
| Space and equipment mgmt inventory change request forms | Financial Services | Indefinitely |
| Space and equipment mgmt journal vouchers | Financial Services |  |
| Sponsored project account files | Sponsored Projects Accounting | Permanent |
| Sponsored project JVs (payroll and non-payroll transfers) | Sponsored Projects Accounting | Permanent |
| Sponsored project month- and year-end closing records | Sponsored Projects Accounting | Permanent |
| Annual Internal Revenue Information Returns | Tax Accounting | Permanent |
| Los Angeles taxes, permits, fees | Tax Accounting | Seven years` |
| REDC records (real estate transactions, tax returns, etc.) | Tax Accounting | Permanent |
| **Student Loans** Promissory notes, correspondence with borrower, agency assignments  information, student correspondence | Student Account Services | Indefinitely |
| Perkins original promissory notes | Student Account Services | Until loan is satisfied or documents are needed to enforce obligation |
| Student Loan Payment Plan information | Student Account Services | Five years |
| **Ticket Office** sales documents and annual audit docs | Financial Services | Seven years |
| Ticket Office electronic seating files/history | Financial Services | Indefinitely |
| **Travel-Related** Purchase Orders (unrestricted accounts) | Travel Management and Corporate Card Services | Five years after final payment |
| Travel-Related Purchase Orders (restricted accounts) | Travel Management and Corporate Card Services | Five years after final project payment and final audit |
| Travel JVs and routine financial information | Business Services | Four years |
| Travel supplier contracts | Travel Management and Corporate Card Services | Five years after final payment |
| **University Real Estate**  Deeds | University Real Estate | 10 years after the property is sold by the university |
| Mortgages | University Real Estate | Seven years after payoff of mortgage |
| Bills of sale | University Real Estate | Seven years after transfer of property from university |
| Contracts and leases | University Real Estate | Five years after expiration |
| Property appraisals | University Real Estate | Seven years after the property is sold by the university |
| Property records | University Real Estate | Seven years after the property is sold by the univrsity |
| **USCard** USCard paper sales records | Business Services | Seven years |
| USCard paper trustee card activity | Business Services | Seven years |
| USCard paper meal plan administration forms | Business Services | Seven years |
| USCard electronic blackboard system information | Business Services | Indefinitely |
| USCard electronic dist/vol activity/ payroll deduction reports | Business Services | Indefinitely |
| USCard DataCard images | Business Services | Indefinitely |
| **University Policies** Signed policies, communications about policy | Employee Communications | Permanent |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| **Intellectual Property Records** |  |  |
| Licensing summary sheets for all licensed cases; original agreements for significant cases (for  example, cases that have generated significant income, have an unusual history, or were high profile) including but not limited to license, amendment, confidential disclosure, material transfers, and royalty distribution agreements; marketing summaries for significant cases, including a list of companies contacted and their response; for significant cases, correspondence, other than the File Wrapper, related to patent filing, prosecution and maintenance. Correspondence relating to government requirements. Correspondence relating to exceptions to USC policy; and, letters concerning substantive matters not otherwise covered under the policy. | USC Stevens Center for Innovation | Indefinitely |
| Original license agreements and associated materials for cases that are not considered  significant | USC Stevens Center for Innovation | Seven years after their expiration, or for at least seven years after the last to  expire subject of the license, whichever is longer |
| Patent application File Wrapper | USC Stevens Center for Innovation | Until the patent issues |
| For cases that have not been licensed, or are not considered significant cases,  correspondence, other than the File Wrapper, related to patent filing, prosecution and maintenance | USC Stevens Center for Innovation | Until the expiration of the patent |
| Correspondence related to an agreement | USC Stevens Center for Innovation | Until the agreement is signed, or issue has been resolved in writing |
| Original patents and abstracts, invention disclosures and other information about an invention | USC Stevens Center for Innovation | Until the expiration of the patent |
| Accounting and financial records | USC Stevens Center for Innovation | Seven years |
| Dropped or abandoned patent applications | USC Stevens Center for Innovation | Four years |
| Personal notes to the file (e.g., meeting summaries and agendas, and telephone  conversations); brochures, pamphlets, articles and newsletters about a company or finished product; and, marketing letters | USC Stevens Center for Innovation | Three years |
| **Medical Records** |  |  |

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| **Type of Record** | **Official Repository** | **Retention Period** |
| **Patient Care Records** | Care Provider | **Recommended retention period** Indefinitely.  Best practice recommended by medical and dental associations based on (i) the possibility of professional negligence suits long into the future (with tolling generally based on when the patient should have discovered the tort) and (ii) the possible usefulness of the records for future patient treatments long into the future.  **Minimum retention period** For adults: Ten years after the last date the patient is seen. For minors—greater of three years past the patient’s 18th birthday or for the period records are retained for adults (e.g. Ten years). |

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| **Type of Record** | **Official Repository** | **Duration** |
| **Research Data—Federally Sponsored Research** |  |  |
| *Scientific Records*, including research or laboratory notebooks; preliminary research reports or summaries; protocols; records relating to the source of research materials and tools (including  embryonic stem cells); adverse event reports; research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results | Principal Investigator | Longer of three years from submission of final expenditure report; or three years from the completion of the research as defined in the original contract or  grant award |
| *Research Involving Investigational New Drugs*, including records pertaining to the disposition of  an investigational new drug, including dates, quantity, and use by subjects; case histories that record all observations and other data pertinent to the investigation on each person administered an investigational drug or employed as a control in the investigation (including the case report forms and supporting data—for example—signed and dated consent forms and medical records, progress notes of the physician, the person’s hospital charts and the nurse’s notes); and informed consent information | Principal Investigator | Longer of three years from submission of final expenditure report; or 2 years  following the date a marketing application is approved for the drug 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 2 years after the investigation is  discontinued and FDA is notified |
| **Research Data—Other Research** |  |  |
| *Scientific Records*, including research or laboratory notebooks; preliminary research reports or  summaries; protocols; records relating to the source of research materials and tools (including embryonic stem cells); adverse event reports; research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results | Principal Investigator | Three years from submission of final expenditure report; or longer period as  required by sponsor and agreed to by university |
| *Research Involving Investigational New Drugs*, including records pertaining to the disposition of  an investigational new drug, including dates, quantity, and use by subjects; case histories that record all observations and other data pertinent to the investigation on each person administered an investigational drug or employed as a control in the investigation (including the case report forms and supporting data—for example—signed and dated consent forms and  medical records, progress notes of the physician, the person’s hospital charts and the nurse’s notes); and informed consent information | Principal Investigator | Longer of 2 years following the date a marketing application is approved for  the drug 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 2 years after the investigation is discontinued and FDA is notified; or longer period as required by sponsor and agreed to by University |

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| **Research Administration** |  | **Federally Sponsored** | **Privately Sponsored Research** |
| ***Agreement Records***, including funded proposals, grants, cooperative agreements, and  contracts, but excluding Federal contracts containing the “Audit and Records” clause (FAR  52.214-26 or FAR 52.215-2) [See FAR 4.705] | Dept. of Contracts and  Grants | Three years from submission of final  expenditure report | Longer of: (i) 3 years from expiration or earlier  termination of agreement; or (ii) longer period as required by sponsor and agreed to by University |
| ***Federal Contracts Containing clause FAR 52.214-26 (Audit and Records—Sealed***  ***Bidding) or FAR 52.215-2 (Audit and Records—Negotiation)*** | Dept. of Contracts and  Grants | As required by 48 C.F.R. §§ 4.705-1  through 4.705-3 for the categories specified therein (Please contact Dept. of Contracts  & Grants for copies of the specific  requirements) | N/A, unless FAR 52.214-26 or FAR 52.215-2 is  incorporated in agreement (including by reference), in which case follow the Federal requirements |
| ***Non-Financial Reports***, including performance reports and correspondence with sponsor | Dept. of Contracts and  Grants | Three years from submission of final  expenditure report | Longer of: (i) 3 years from expiration or earlier  termination of agreement; or (ii) longer period as required by sponsor and agreed to by University |
| ***Financial Information***, including financial reports, invoices, receipts, vouchers and other  records supporting incurred costs; budget and funding reports; cost sharing and in-kind contribution information; and program income and expenses | Sponsored Projects  Accounting | Three years from submission of final  expenditure report | Longer of: (i) 3 years from expiration or earlier  termination of agreement; or (ii) longer period as required by sponsor and agreed to by University |
| ***Conflict of Interest Information***, including Disclosure of Financial Interest forms and any  other disclosures of financial interest in the research; and any documentation of any actions taken to mitigate or address an investigator’s financial interest in research | Office of the Provost | Longer of: (i) three years from submission  of final expenditure report; or (ii) 2 years from approval of any marketing application for FDA covered clinical trials | Longer of: (i) 3 years from expiration or earlier  termination of agreement; or (ii) 2 years from approval of any marketing application for FDA covered clinical trials; or (iii) longer period as required by sponsor and agreed to by University |
| ***OMB Circular A-133 and Other Audit Reports*** | Dept. of Financial Analysis,  Financial and Business  Services | Longer of: three years after the date of  issuance of the auditor’s report; or (ii) until all contested audit findings have been resolved | Longer of: three years after the date of issuance of the  auditor’s report; or (ii) until all contested audit findings have been resolved |
| ***Effort Certifications and Payroll Information***, including effort reports/certifications and any  supporting documentation | Payroll Services via OTiS | Three years from submission of final  expenditure report | Longer of: (i) three years from expiration or earlier  termination of agreement; or (ii) longer period as required by sponsor and agreed to by University |
| ***Vendors, Subcontractors and Subrecipients Information***, including solicitations; bids;  records evidencing the basis for subcontractor selection (including any sole source justification); cost or price analyses; award notices; agreements; correspondence; invoices; payment records; and reports | Dept. of Contracts and  Grants | Three years from submission of final  expenditure report | Longer of: (i) three years from expiration or earlier  termination of agreement; or (ii) longer period as required by sponsor and agreed to by University |
| ***Real Property and Equipment***, including purchase and sales documents; warranty  information; inventory reports (including inventories of Government furnished property); and related information | Principal Investigator and  Equipment Management | Three years from the date that record is  submitted as part of the rate negotiation process. If record is not submitted as part of rate negotiations, then three years from the end of the fiscal year covered by the proposal or other computation | Three years from final disposition |

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| ***Rate Information***, including indirect cost rate computations or proposals; cost allocation plans;  and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) | Dept. of Financial Analysis,  Financial and Business  Services | Three years from the date that record is  submitted as part of the rate negotiation process. If record is not submitted as part of rate negotiations, then three years from the end of the fiscal year covered by the proposal or other computation | Same as Federal requirement |
| ***Institutional Review Board Records***, including copies of all research proposals reviewed;  scientific evaluations that may accompany proposals; approved sample consent documents; progress reports submitted by investigators; reports of injuries to subjects or adverse experiences; minutes of meetings; attendance logs; records of continuing review activities; copies of all correspondence between IRB and investigators; list of IRB members; and statements of significant new findings provided to subjects | Institutional Review Board | (i) Three years for records of general  applicability; or (ii) three years after activity’s completion for records relating directly to applications, proposals, and proposed significant changes in ongoing activities reviewed or approved by the IRB | Same as federal requirements |
| ***Records of Data & Safety Monitoring Boards***, including copies of all research proposals  reviewed; progress reports submitted by investigators; reports of injuries to subjects or adverse experiences; minutes of meetings; attendance logs; records of continuing review activities; and copies of all correspondence between Board and investigators | Institutional Review Board | (i) Three years for records of general  applicability; or (ii) three years after activity’s completion for records relating directly to applications, proposals, and proposed significant changes in ongoing activities reviewed or approved by the IRB | Same as federal requirement |
| ***Animal Care Records*** |  |  |  |
| *Institutional Animal Care and Use Committee Records*, including minutes of IACUC meetings;  attendance logs; copies of approved Assurances; records of proposed activities (including applications and proposals) involving animals and proposed significant changes in activities  involving animals; records of semiannual IACUC reports and recommendations; and records of  accrediting body determinations | Institutional Animal Care and  Use Committee | At least three years; provided that 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 an additional  three years after completion of the activity | Same as federal requirements |
| *Records Regarding Research Involving Dogs or Cats*, including the following forms: USDA  Interstate and International Certificate of Health Examination for Small Animals (APHIS Form  7001/VS Form 18-1); Record of Acquisition and Dogs and Cats on Hand (APHIS Form  7005/VS Form 18-5); and Record of Disposition of Dog and Cats (APHIS Form 7005/VS Form  18-5). | Institutional Animal Care and  Use Committee | At least three years | At least three years |
| **Grievances**, including records relating to allegations of research or other misconduct, including records of inquiry, investigation, and disposition | Vice Provost for Research  Advancement | At least three years after final resolution of the matter | Same as federal requirement |
| **Biosafety Records**, including registrations regarding authority to handle select agents; CDC  Form EA-101s and support documentation regarding the transfer or receipt of select agents;  records regarding use or disposal of select agents; logs regarding access to select agents | Biosafety Office | Longer of five years from the date of  transfer or five years from the date agents are consumed or properly disposed of | Same as federal requirement |