

California State University
RECORDS/INFORMATION RETENTION and DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name								
10.0	RESEARCH AND SPONSORED PROGRAMS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
10.1	Administrative & Financial Records <i>(see footnote A)</i>								<i>(see footnote D)</i>
10.1.1	All financial records, documentation and reports pertinent to an award (Federal, State, Private)		X	X	X			2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
10.1.2	Supporting documents and statistical records pertinent to a federal, state or private award		X		X			2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
10.1.3	Grants, contracts, and cooperative agreements including funded proposals		X		X			2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
10.1.4	Unfunded pre-award files including a copy of the proposal and approvals submitted to the funding agency		X					2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Hold until proposal is awarded, rejected or withdrawn or 12 months after submission if no action from sponsor.
10.2	Conflict of Interest Records <i>(see footnote B)</i>								

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10.2.1	For NSF-funded Research: Records of all financial disclosures and of all actions taken to resolve conflicts on interest		X		X			NSF Grant Policy Manual - Chapter III section 350 regarding record retention and chapter V Section 510 regarding institutional conflict of interest rules	Three (3) years beyond the termination or completion of the grant to which they related or until the resolution of any NSF action involving those records.
10.2.2	For PHS-funded research which includes all NIH rewards: Records of all financial disclosures and all actions taken by the Institution with respect to each conflicting interest	Campus office responsible for COI compliance	X		X			42 CFR 50.604 - Subpart F	Maintain records of all financial disclosures and all actions taken by the Institution with respect to each conflicting interest for three years from the date of submission of the final expenditures report or, where applicable, from other dates specified in 45 CFR 74.53(b) for different situations.
10.2.3	For research funded by non-governmental sponsors as covered by the California Political Reform Act section 18755, original reports or statements including 700-U forms		X		X			California Policy Reform Act paragraph 18755 and California Government Code 81009(e) and CSU policy HR 2005-38	Original reports and statements shall be retained by filing officers for a period of seven years.
10.3	IRB Records (see footnote C)								

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10.3.1	Copies of all research proposals reviewed, including: - scientific evaluations, if any, that accompany the proposals; - approved sample consent documents; - progress reports submitted by investigators; and - reports of injuries to subjects		X		X			45 CFR 46.115 Protection of Human Subjects, IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.3.2	Minutes of IRB meetings including: - attendance at the meetings; - actions taken by the IRB; - votes on these actions; - basis for requiring changes in or disapproving research; - written summary of the discussions and resolutions		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.3.3	Records of continuing review activities		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.

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10.3.4	Copies of all correspondence between the IRB and the investigators		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.3.5	A list of IRB members in the same detail as described in Sec. 46.103(b)(3)		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.3.6	Written procedures for the IRB in the same detail as described in Sec. 46.103(b)(4) and Sec. 46.103(b)(5)		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.

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10.3.7	Statements of significant new findings provided to subjects, as required by Sec. 46.116(b)(5)		X		X			45 CFR 46.115 Protection of Human Subjects and 21 CFR 56.115 IRB Records	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.4	IACUC Records								
10.4.1	IACUC minutes, including: - records of attendance; - activities of the Committee; - Committee deliberations		X		X			Animal Welfare Act, 9 CFR 2.35; NIH/OLAW 2002, 2nd Edition, Institutional Animal Care and Use Committee Guidebook, Sec E.1.	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.4.2	IACUC protocols, including: - proposed activities involving animals; - proposed significant changes in activities involving animals; - approval given or withheld on above		X		X			Animal Welfare Act, 9 CFR 2.35; NIH/OLAW 2002, 2nd Edition, Institutional Animal Care and Use Committee Guidebook, Sec E.1.	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.

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10.4.3	Other records, including: - semiannual IACUC reports and recommendations; - OLAW Assurance; - reports of accrediting agencies		X		X			Animal Welfare Act, 9 CFR 2.35; NIH/OLAW 2002, 2nd Edition, Institutional Animal Care and Use Committee Guidebook, Sec E.1.	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.4.4	Information as specified in 9 CFR 2.35(b) concerning each live dog or cat acquired, transported, sold or euthanized		X		X			Animal Welfare Act, 9 CFR 2.35; NIH/OLAW 2002, 2nd Edition, Institutional Animal Care and Use Committee Guidebook, Sec E.1.	Three (3) years; records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years after completion.
10.5	Research Misconduct Proceedings records		X		X			42 CFR 93.317 and campus academic policy and procedures on research scientific misconduct	Seven (7) years after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation under subparts D and E of 42 CFR 93.317, whichever is later.

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10.6	Research data		X		X			2 CFR 215.36 /Intangible Property OMB Circular a-110 Subpart C-36	Three (3) years after submission of the final report of the research to the sponsor, unless a longer retention period is specified by the sponsor.
10.7	F&A (Facilities and Administrative/ Indirect) cost rate proposals		X	X	X			2 CFR 215.53	<i>If submitted for negotiation:</i> 3-years from date of submission. <i>If not submitted for negotiation:</i> 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year covered by the proposal, plan, or other computation.
10.8	Sponsored Programs Policies and Procedures		X		X	X		CSU Practice	Maintain most current in force. Historical policies and procedures should be retained until university internal audit or three years, whichever comes first.

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10.9	HIPAA						45 CFR 164.530 and CSU Human Resources Policies (Sec 1.19 of CSU Personnel-Payroll Record Retention Schedule)	http://calstate.edu/recordsretention/documents/Personnel_Payroll.pdf	
10.10	Environment Health & Safety Records						See Environmental Health and Safety Retention Schedule:	http://calstate.edu/recordsretention/documents/EHS.pdf	

* Campus may be university or auxiliary office

- Links:** **CFR (all)** <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>
OMB A110 <http://www.whitehouse.gov/omb/circulars/a110/a110.html#53>
2 CFR http://www.access.gpo.gov/nara/cfr/waisidx_09/2cfrv1_09.html#215
42 CFR [http://grants.nih.gov/grants/compliance/42 CFR 50 Subpart F.htm](http://grants.nih.gov/grants/compliance/42_CFR_50_Subpart_F.htm)
45 CFR <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>
OLAW <http://grants.nih.gov/grants/olaw/GuideBook.pdf>

Footnotes

A Footnote regarding Administrative and Financial Records- Section 10.1

Financial records in 10.1.1 includes all records related to expenditures (including effort certifications and cost match), revenue and cash receipts. Refer also to the CSU Retention Schedule, Section 2 regarding fiscal records.

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B Footnote regarding Conflict of Interest - Section 10.4

Requirements related to other funding agencies may vary. In all instances, individual agreements should be consulted to determine applicability of special requirements.

C Footnote regarding IRB records - Section 10.3

In accordance with the campus's federalwide assurance (FWA), the retention source authority may also reference 21 CFR 56.115 IRB Records (Food and Drug Administration) - records and retention requirements are virtually identical to those referenced in 45 CFR 46.115.

D Footnote regarding Retention Period (general)

- For federal research contracts 48 CFR 4.7 may be applicable, which requires retention for 3-years after final payment is received.*
- If sponsor guidelines require a different retention period, the longer retention requirement shall prevail.*
- If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.*
- Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.*
- When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.*