



# INDIANA UNIVERSITY

## Office of Research Compliance (ORC)

### Institutional Animal Care and Use Committee (IACUC)

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## IACUC Record Retention

### FULL POLICY CONTENTS

#### Policy Statement Reason for Policy

**Responsible University Office:**  
Office of Research Compliance IACUC Office(s)

**Responsible University Administrator:**  
Vice President for Research

**Effective:** 4.2015  
**Last Updated:** 4.2015

**Policy Contacts:**  
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### Policy Statement

The Institutional Animal Care and Use Committee (IACUC) Records Retention policy is intended to provide a definitive framework for the retention of all IACUC-related records. Governance provided by federal agencies requires a minimum of three years retention, following the completion of an animal research protocol. The IACUC Office may deem it necessary to retain certain records for up to seven years, which may include but not be limited to: IACUC meeting minutes, internal and external inspection reports, and incident reports.

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### Reason for Policy

Federal and State regulations and University policies provide guidance for the retention of records related to the use of animals in research. The United States Department of Agriculture (USDA) regulation §2.35 states:

*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.*

The Office of Laboratory Animal Welfare (OLAW) as directed by the Public Health Service (PHS) supports regulation §IV E (2), which states:

*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.*