

METHODIST COLLEGE
INSTITUTIONAL REVIEW BOARD
RECORDS RETENTION

Investigators must maintain a file of all documents concerning their research. The principle investigator's (PI) records should be the mirror image of the IRB: where IRB holds an original, the principle investigator should hold a copy, and vice versa.

The documents that researchers must maintain:

- A copy of the original application submitted to the IRB
- An original committee's response
- A copy of responses to the committee's stipulations or requests for additional information
- The original notice of final approval
- A copy of the Certification of approval sent by the IRB to any funding agencies
- Copies or originals of all correspondence with the IRB
- Copies of completed continuing review forms and attachments
- The original notice of renewal of approval and certification, where applicable, and
- Copies of any inspection reports and follow-up action

The investigator must retain these records for at least three years, although every discipline has its own retention standards. These records are subject to inspection by federal authorities. Sanctions for incomplete or non-existent records include suspension of funding or exclusion from future funding.