

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

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**Instructions:** This form establishes a schedule of retention and disposal for the listed records series, based on procedures provided by Section 149.333 of the Ohio Revised Code. Offices are required to submit a [Certificate of Records Disposal \(CRD\)](#) to the University Records Manager prior to the disposal of records listed on their retention schedule, as per [Wright State Policy 12220](#). This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, 401 Dunbar Library. For assistance, please call ext. 2017, or write to [chris.wydman@wright.edu](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Research Affairs/ Laboratory Animal Resources **LBAR**

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**Division:** Boonshoft School of Medicine **Date:**

**Dean/Director/Head:** Approvals

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**Department Chairperson/Manager:** \_\_\_\_\_

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**University Records Manager:** \_\_\_\_\_

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**Head, Special Collections & Archives:** \_\_\_\_\_

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<sup>1</sup>**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

<sup>2</sup>**Value code:** C=Confidential, H- Historical, R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
LBAR13-01	P/E		<b><u>Accounting Transactions- Researchers</u></b> This includes charges, boarding, transfers, weanings, animal space rent per diem.  <i>Note: Original documents maintained by researchers while copies are housed in the LAR office.</i>	ACC1000	Retain source documents four years. Info will remain on Banner indefinitely.
LBAR13-02	P/E		<b><u>Animal Adoption Records</u></b>	LEG5000	Retain three years then destroy.
LBAR13-03	P		<b><u>Animal Disposition Records</u></b>	LEG5000	Retain three years then destroy.

**NOTE:**

**Committee files-** For the Animal Care Committee reports, minutes, and recommendations (IACUC), please refer to the retention schedule for Research and Sponsored Programs.

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LBAR13-04	P		<u><b>Animal Purchases- USDA Sales and Receipts</b></u>	LEG5000/5010	Retain three years then destroy, <i>except for credit card transaction receipts which are to be disposed of within 18 months, (does not apply to WSU pro-cards).</i>
LBAR13-05	P		<u><b>Animal Health Records</b></u> Contains daily health records of animals. Information includes animal rooms maintenance, use of controlled drugs, treatment, test results, and other reports.	LEG5030	Retain while current plus three years (per USDA requirements), then destroy. <b>Exception:</b> According to USDA requirements, 9CFR Ch.1 (1-1-92 edition), paragraph 2.35 (f), "all records and reports shall be maintained at least three years. Records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the LACUC shall be maintained for the duration of the activity and for an additional three years after the completion of the activity."

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LBAR13-06	P		<b><u>Animal Use Protocols</u></b>	LEG5030	Retain while current plus three years
LBAR13-07	P		<b><u>Certifications/Licenses/Permits</u></b> Correspondence with certifying bodies such as the AAALAC	LEG5020	Retain while current plus three years. Review for continuing administrative or historical value.*
LBAR13-08	P		<b><u>DEA Registrations and Inventories</u></b>	LEG5020 LEG5030	Retain at least three years
LBAR13-09	P		<b><u>Drug Dispositions</u></b> An investigator is required to maintain adequate records of the disposition of the drug, including dates, quantity, and use by subjects. If the investigation is terminated, suspended, discontinued, or completed, the investigator shall return the unused supplies of the drug to the sponsor, or otherwise provide for disposition of the unused supplies of the drug under CFR312.59.	LEG5030	Retain three years after approved use/ investigation
LBAR13-10	P/E		<b><u>Equipment and Space Inventory</u></b> Information updated annually.	ADM9900	Retain while current plus three years.

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LBAR13-11	E	V	<p><b><u>Laboratory Animal Research Database (Filemaker Pro)</u></b>            The Lab Animal Research System is an online application for <b>tracking incoming animals and their care and use</b>. This system provides two databases to hold and access this data: the Project Base and Species Base.</p> <ul style="list-style-type: none"> <li>➤ <b>The Project Base</b> contains information about projects using animals such as project number, project description, account number, off-campus user information and transactional data. The transactional data for the projects are kept for a period of two months before being copied to tape.</li> <li>➤ <b>The Species Base</b> contains information about the species of animals and per diem rates. All this information can be viewed/ updated through the use of five screens. The majority of reporting occurs at month end, which includes inventory reports as well as a record of the transactions. The LAR system interfaces with Banner, where month-end transactions are fed for processing.</li> </ul> <p><b>Note1:</b> <i>The above description has been provided by CaTS. The database has been used since 1994 and is backed up by CaTS</i></p> <p><b>Note2:</b> <i>InfoEd will replace Filemaker Pro as primary database. All phases of conversion, (i.e. re-grants, contracts, IRBS), to be completed within 24 months.</i></p>	LEG5030	<p>Retain for three years. Then, review for continuing administrative value.</p> <p>According to USDA requirements, 9CFR Ch.1 (1-1-92 edition), paragraph 2.35 (f), "all records and reports shall be maintained <i>at least three years</i>. Records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the LACUC <i>shall be maintained for the duration of the activity and for an additional three years after the completion of the activity.</i>"</p>

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LBAR13-12	P/E		<b><u>Necropsy Records</u></b> Records of animal autopsies.	LEG5030	Retain for five years
LBAR13-13	P/E	C	<b><u>Personnel Files-Department*</u></b> WSU staff personnel files. These include curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.  <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
LBAR13-14	P/E	H	<b><u>Policies and Procedures- Standard Operating Manual</u></b> 1. Administrative (reporting procedures) 2. Safety (safety guidelines and procedures) 3. Facilities (maintenance instructions and environmental requirements) 4. Veterinary Preventive Medicine (animal health records and routine veterinary care) 5. Surgery 6. Husbandry	ADM3000	Retain current copy + previous version of each policy and procedure.
LBAR13-15	P/E		<b><u>Regulations</u></b> Duplicate copies of regulations from federal and other governmental agencies.	REF0000	Continuously maintain updated. Discard outdated material.

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LBAR13-16	P/E	H	<b><u>Reports- Semi-Annual</u></b> Semi-annual report describing the activities of the LAR facility.	ADM9910	Retain in the office for three years then send one dated copy to the archives.
LBAR13-17	P/E	H	<b><u>Reports to USDA- Annual</u></b> Annual report to USDA containing the types and numbers of animals used for teaching and research.	LEG5000	Retain for six years and then transfer one dated copy to the archives.
LBAR13-18	P/E		<b><u>Security Clearance Information</u></b> Paper forms and information in the database. Includes training information.  <i>Note: This information is backed up weekly.</i>	ADM4000	Retain for three years then destroy.
LBAR13-19	E		<b><u>Security- Key Issuing Database</u></b> Database (Filemaker Pro) containing information on keys distributed to various rooms.	ADM4000	Retain for three years then destroy.
LBAR13-20	P/E	H	<b><u>Subject Files- Director's</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value. *
LBAR13-21	P		<b><u>Training Forms</u></b> Registration forms of individuals who have taken animal training sessions offered through LAR	ADM9900	Retain three years then destroy, provided registrations have been recorded in LAR database
LBAR13-22	P		<b><u>USDA Correspondence</u></b>	LEG5030	Retain while current plus three years

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12/03/13