

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 005-02
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Human Ethics Committee Files
	Office of Primary Responsibility (OPR): Research Services

Purpose and Description of Records: <p>Series consists of records of two committees - Behavioural Sciences and Clinical Screening Committees for Research Involving Human Subjects - relating to the granting of approval to research proposals and experiments involving human subjects. Files, organized by name of researcher, may contain certificates of approval, samples of survey questionnaires, samples of volunteer requests, consent forms, notices of ethical review, protocol review forms, requests for ethical reviews, detailed descriptions of projects, clinical posting forms, and related correspondence.</p> <p>These records give evidence of procedures followed in reviewing proposed research projects, and in monitoring those experiments.</p>

Personal Information Bank? X -- Yes	Vital Record? X -- Yes	Retained by: X -- Continuous
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Retention Period (Years): Office -- Current Records Centre / Storage -- Permanent Total --	Final Disposition: X -- N/A
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Retention Instructions: <p>Records are retained permanently by Research Services - they are held in the office while current, then placed in storage. Other offices holding copies of these records shall retain them while they are current, plus one year, then destroy them.</p>

Appraisal Rationale:

Records in this series must be retained for at least one year after the researcher is terminated by his/her department or faculty, in accordance with the requirements of Section 10(2) of the British Columbia *Employment Standards Act*, and Section 31 of the *Freedom of Information and Protection of Privacy [FOIPOP] Act*.

Although records kept outside Research Services largely duplicate that which is retained there, they may contain additional information. Therefore, in order to guarantee full compliance with both statutes, offices should also retain those files for a full year after termination.

These are considered vital records in that they fully document the approval of animal experiments by the University through its Human Ethics Committees.

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