

Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Office of Research Assurances (ORA)	Office I.D. # 8605	Records Coordinator Emily Vander Zanden	Telephone 335-1179	E-Mail emily.vanderzanden@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Animal Subject Approval Form (ASAF) Files</p> <p>Provides a record of proposed activities involving animals and proposed significant changes in activities involving animals, and whether Institutional Animal Care and Use Committee (IACUC) approval was given or withheld. Files are maintained by project as required by USDA regulations and PHS Policy. Includes confidential grant information, project details, research methods, species of animals, personnel, funding agencies, history of IACUC decisions, amendments, and three-year de novo reviews.</p>		Retain for 3 years after completion of project, then destroy.	99-18-59216 Rev. 1	
<p>Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Annual Report and Program Description</p> <p>Provides a record of annual report submitted to the AAALAC concerning the WSU Animal Care and Use Program's operations for the year. The AAALAC program description is used to describe the details of the WSU Animal Care and Use Program. Documentation is prepared every three years as part of a voluntary accreditation process. Includes determination of triennial AAALAC site visit.</p>		Retain for 3 years after report submitted, then destroy.	99-08-59217 Rev. 1	

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<p>Federally-Required Presidential Committee Records</p> <p>Provides a record of protocols and reports generated by federally-mandated University President's committees, i.e., Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC) regarding WSU research activities.</p> <p>Note: This records series applies to research proposals that may, or may not, involve grants or contracts. (40CFR725.65, 40CFR725.950)</p>		<p>Retain for 3 years after research project completed,</p> <p>or</p> <p>grant or contract ended (if applicable), whichever is longer, then destroy.</p>	<p>00-08-59870 Rev. 2</p>	
<p>Public Health Service (PHS) Assurance</p> <p>Provides a record of the Animal Welfare Assurance submitted every four years to the Office of Laboratory Animal Welfare (OLAW) under PHS, describing how WSU will operate its Animal Care and Use Program. Includes OLAW Annual Report.</p>		<p>Retain for 3 years after proposal period completed, then destroy.</p>	<p>99-08-59227 Rev. 1</p>	
<p>USDA Annual Report and Inspection Report</p> <p>Provides a record of:</p> <ul style="list-style-type: none"> • Annual report submitted to the USDA concerning covered species usage by the WSU Animal Care and Use Program for the year; and • A record of USDA inspections conducted to comply with the Animal Welfare Act. 		<p>Retain for 3 years after report submitted, then destroy.</p>	<p>99-08-59230 Rev. 2</p>	
<p>Washington State University Institutional Animal Care and Use Committee Review of Animal Facilities and Programs</p> <p>Provides a record of semi-annual report prepared by IACUC for the Vice President for Research (Institutional Official), in compliance with federal law.</p>		<p>Retain for 3 years after report submitted, then destroy.</p>	<p>99-08-59238 Rev. 1</p>	