

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/8/2014**

**OFFICE OF RESPONSIBLE RESEARCH PRACTICES**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
IRB-1	Workshops	Records of workshops given by department to assist researchers in policies and protocols	6 years after program ends	General 12[12]
IRB-2	Regulatory/President's Reports-- <i>Summarizes annual Office of Responsible Research Practices' activities and decisions related to research protocols, including subject pool data</i>	If information <b>is not</b> contained in other reports	Permanent	General 23[23] a
		If information <b>is</b> contained in other reports	6 years	General 23[23] b
IRB-3	Accreditation Files-- Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between the College and accrediting bodies	Permanent	Academic Affairs 1[53] a
IRB-4	Accreditation Files--Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records	6 years after accreditation approved or denied	Academic Affairs 1[53] b

This Schedule lists records whose OFFICIAL copies are kept in your department. DUPLICATE copies of records whose official copies are kept elsewhere are not listed. DUPLICATE copies should be destroyed as soon as no longer needed.

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IRB-5	Research Protocol Files	Research protocols, proposals, and related documentation submitted to the Office of Responsible Research Practices by faculty or students	3 years after research concluded or otherwise terminated	Academic Affairs 8[CU1] a
IRB-6	Meeting Records	Records relating to IRB actions and activities <b>other than</b> protocol-specific matters, including but not limited to minutes of IRB meetings and related attendance records and agendas	3 years	Academic Affairs 8[CU1] b
IRB-7	Office of Responsible Research Practices Member Records	Resumes and related information, including copies of submissions to oversight agencies	3 years	Academic Affairs 8[CU1] b
IRB-8	Research Misconduct Proceedings	Records of disciplinary investigations and proceedings regarding employees, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence	6 years after termination of employment, or 6 years after final decision rendered, whichever is longer	Personnel 2[311]

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