

OP8430 RESEARCH CONTRACT MANAGEMENT

Records documenting the management of research contracts at the University.

Includes research contract management activities of the Office of Research Services, and other relevant parties.

Example documents: research agreements, memos, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - University Research Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Research Project Files	ET + 2	0	DP/D	YES
<i>Records include draft agreements, related correspondence and forms, copies of official contracts</i>					
<i>ET Definition: Research projects end (cut off by research project end date).</i>					
<i>Disposition Plan: When a contract is signed, the official contract will be re-classified as either OP8430-31 or OP8430-32. The rest of the files will stay in the Office of Research Services for two more years after the projects are completed.</i>					
Retention based on anticipated operational use.					
31	Official Research Contract Files (Non-Clinical Trial)	ET + 3	7	D	YES
<i>Records consist of contracts, agreements, agreement amendments, and related memos, correspondence</i>					
<i>ET Definition: Research contracts completed.</i>					
Retention based on anticipated operational use.					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

OP8430 was approved on 10/06/2008.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
32	Official Research Contract Files (Clinical Trial) <i>Records consist of contracts, agreements, agreement amendments, and related memos, correspondence</i> <i>ET Definition: Trial closed.</i>	ET + 3	7	D	YES
Retention based on anticipated operational use.					
33	Non-finalized Research Project Files <i>Used for abandoned research projects files held in the Office of Research Services.</i> <i>ET Definition: Researchers confirm projects abandoned or no response from the researchers for one year.</i>	ET + 2	0	D	YES
Retention based on anticipated operational use.					

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

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