

Record Retention Schedule (RRS)

All records reviewed and updated as of 3/10/22

*Exception -Input not received HR

<i>Preservation hold: In all cases, a legal or litigation hold supersedes the retention periods for records and documents. If you are unsure whether or not specific records are subject to a hold, contact the Office of Legal Affairs.</i>			
Type of Record	Official Repository	Retention Period	System resides
STUDENT RECORDS			
Admissions, Undergraduate			
Applicants who do not enroll	Enrollment Services/Admissions	Five years from application term	Transfer student ADMIT/First year at DEPOSIT- Applications and Transcripts in Image Now and Slate
Applicants who enroll	Enrollment Services/Admissions	Five years after graduation or date of last attendance	Image Now and Slate
Applicants who enroll, letter of recommendation	Enrollment Services/Admissions	Until enrollment	Slate only
Non-applicants who send documents	Enrollment Services/Admissions	One year from end of cycle	Slate only
Admissions, Graduate			
Applicants who do not enroll	Enrollment Services/Admissions	Five years from application term from Slate applicants, 2 years for CAS applicants	Slate applicants at DEPOSIT-application and transcripts in Image Now and Slate
Applicants who enroll	Enrollment Services/Admissions	Five years after graduation or date of last attendance	Slate and Image now for transcripts and copy of application

Applicants who enroll, letter of recommendation	Enrollment Services/Admissions	Until enrollment	Slate
Non-applicants who send documents	Enrollment Services/Admissions	One year from date of receipt	Slate
Admissions, Graduate (Law School)			
Applicants who do not enroll	All applications go through Law School Admissions Council portal	ACES retention policy	ACES (3rd party)
Applicants who enroll	Law School Admissions/Registrar	Indefinitely	ImageNow and Peoplesoft
Applicants who enroll, letter of recommendation	Law School Admissions/Registrar	Indefinitely	ImageNow and Peoplesoft
Financial Aid			
Federal student loans	Enrollment Services/Financial Aid	Five years after application plus five years after loan is assigned, canceled or repaid	Campus Solutions
Federal Student Financial Aid Program Records and Fiscal Records	Enrollment Services/Financial Aid	Three years from award year	Financial Services (FISAP)
Federal Student Financial Aid Recipient Records	Enrollment Services/Financial Aid	Three years from award year	Campus Solutions
Non-discrimination in Education Programs Compliance Reports	Enrollment Services/Financial Aid	Three years after filing reports	Campus Solutions
Perkins original promissory notes	Financial Services/Student Business Office	7 years after the account is cleared.	Image Now, ECSI + Paper
Scholarship application, review, and selection	Awarding department	3 years from award year	Paper, Electronic
Registration and Attendance/Academic Progress Records			

Academic records (grades, transcripts, change of grade forms, class lists, original grade sheets, graduation lists)	Registrar	Permanent	Campus Solutions. Exceptions: change of grade requests is in a separate database.
Academic action authorizations (dismissal, etc): advanced placement and other placement tests; correspondence, credit by examination reports/scores; curriculum change authorizations; degree audit records; graduation authorizations; military documents, name change authorizations, transfer credit evaluations	Registrar	Five years after graduation or date of last attendance	Campus Solutions and ImageNow.
Applications for graduation; student class schedules; medical records, personal data information forms	Registrar	One year after graduation or date of last attendance	Campus Solutions
Audit authorizations, changes of course (add/drop); credit/no credit approvals (audit, pass/fair, etc); registration forms; student transcript requests	Registrar	One year after date submitted.	Campus Solutions and ImageNow.
Grade reports (registrar's copies)	Registrar	One year after date distributed	Campus Solutions (we no longer have paper forms for grade reports - since 2003)
FERPA records of disclosures and requests for disclosures	Registrar	Retained for same period as records to which they refer.	ImageNow
Final exams and all other grade work which effected the course grade (Based on Faculty Handbook)	Instructor of records (if instructor leaves the university; department take over)	Two years	Blackboard LMS, other LMS, instructor, or department

Foreign student enrollment (F-1 visas)	Enrollment Management	Five years after last enrollment	Campus Solutions (Registrar)/ImageNow and SEVIS keeps all I-20 records, we keep our own paper/electronic files (in process of going paperless: 70% complete)
Grade book data (Based on Faculty Handbook)	Instructor of records (if instructor leaves the university; department take over)	Two years	Blackboard LMS, other LMS, instructor, or department
Hold or encumbrance authorizations	Registrar	Until released	Campus Solutions
Publications, statistical data/documents, and Institutional Reports (catalogues, commencement program, degree statistics, enrollment statistics, grade statistics, race/ethnicity statistics, published schedule of classes)	Registrar	Permanent	Permanent
Withdrawal authorization	Registrar	Five years after graduation or date of last attendance	Campus Solutions and ImageNow.
Student Disciplinary Records			
Student Disciplinary Records	Student Affairs	Seven years beyond the academic year the conduct violation occurred.	Advocate or ShareDrive
Student Disciplinary Records (students suspended or expelled from the university)	Student Affairs	Indefinitely	Advocate or ShareDrive
Student Disciplinary Records (special circumstances e.g. acts of violence, sexual misconduct, or weapons or off-campus legal action)	Student Affairs	Records may be retained beyond the routine 7 year period	Advocate or ShareDrive
FACULTY AFFAIRS			

Faculty and Post Docs Search Records	Office of Faculty Affairs	3 years after search	Paper or Flash Drive or Drop Box folder
Faculty and Post Docs Personnel Files, Appointment letters and Forms	Office of Faculty Affairs	10 years after termination	Filemaker Pro + email
Faculty Annual report	Office of Faculty Affairs	10 years after termination	Homegrown system - IS&T (online)
Tenure Documents (Promotion or Denied)	Office of Faculty Affairs	10 years after termination	Basement Files/Contract File / ePortfolio / Image Now / P Drive (variation depending on year completed)
Foreign exchange visitors (J-1 visas)	Office of Faculty Affairs	Five years after last enrollment, 5+ ImageNow, Global Gateway indefinitely, SEVIS indefinitely, 3 years internal files	For Researchers/Scholars/Professors: ImageNow (immigration docs only) SEVIS, internal paper files
Part Time Lecturer contract	Office of Faculty Affairs	5 years after termination	Paper and ImageNow
BOARD DOCUMENTS			
Articles of Incorporation	Legal Affairs	Permanent	Server and Paper
Board of Trustees	Office of the President	Permanent	Diligent and paper files
Board Member Files - Trustees and Governors	Office of the President	Permanent	Digital and paper files
Board of Governors	University Advancement	Permanent	Diligent, Digital in UA R: Drive and SharePoint. Paper files in UA - Memorial Hall and 611 W. Palm Storage

Board Member Files - Governors	University Advancement	Permanent	Digital in UA shared R: Drive and SharePoint. Paper files in UA - Memorial Hall and 611 W. Palm Storage
Trusteeship and Bylaws Committee of the Board of Trustees	University Advancement	Permanent	Digital in UA shared R: Drive and SharePoint. Paper files in UA - Memorial Hall and 611 W. Palm Storage
Other Board Committees (e.g. Academic, Audit, Finance and Budget, University Advancement, Real Estate, Student Life, Investment, etc.)	Various departments that support other Board committees	Permanent	Diligent, Digital and Paper files
Financial Conflict of Interest Forms	EVP/COO	3 Years	Paper Files and/or Electronic Files
CAMPUS CRIME			
Date on criminal offenses on campus	Public Safety	All supporting records will be kept for seven years.	(Omnigo) Web based records management system.
DONOR			
Alumni Records, (UG degree, Graduate degree or non-degreed alumni)	University Advancement	Permanent	Advancement CRM
Constituent Records (donors, parents, friends, others)	University Advancement	Permanent	Advancement CRM
Endowments and Endowed Scholarships	University Advancement	Permanent	Paper files in UA - Donor Relations Digital in UA shared R: Drive

Gift and Pledge Agreements, Amendments, Deeds of Gift for Artwork, Real Property and Personal Property (Financial Services keeps irrevocable and revocable signed documents in their vault)	University Advancement Financial Services	Permanent	Perceptive Content, Digital in UA shared R. Drive and SharePoint, paper (Financial Services Vault)
Gift Record documentation for support donor intent	University Advancement	or while agreement remains in force	Advancement CRM and Perceptive Content
Legacy/Gift/Planned Gifts (trusts, bequests, life income, agreements, annuities)	University Advancement	Permanent	Perceptive Content, Digital in UA shared R. Drive and SharePoint, Paper (Financial Services Vault)
EMPLOYEE BENEFITS ADMINISTRATION			
Compliance against plans (non-medical)	HR/Benefits administration	Permanent	Paper
Employee benefit plan contracts	HR/Benefits administration	CU:End of plan plus one year Carrier: keeps indefinitely	Electronic on employee's computer
Employee benefit plan reports (SAR, summary of material modification, notice of reportable events, determination of benefits, employee records)	HR/Benefits administration	Six years after filing	Electronic yearly and employee's computer
Enrollment and change forms/data	HR/Benefits administration	Active: Duration of employment Terminated employees: Five years	Online (PeopleSoft)
EMPLOYMENT and APPLICANT RECORDS			

Applicant (staff) data, including notes taken during screening or interview process, names of those screen, considered, interviewed, offered a position	HR	Three years	Paper files and electronic
Discrimination and Harassment Complainants (protect classes)	HR/EODO	Termination plus seven years	Paper files and electronic
Employee complaints	HR/ Employee Relations	Separation/Termination plus 5 years	Paper files and electronic
Employee files or records (applications, ERCR, resume, performance review, name change, memos)	HR	6 years after termination	Paper files and electronic
Employment Forms (Alien Questionnaire (non-resident); application for employment, arbitration agreements, employee data form, equity and diversity form	HR	Termination plus four years	Paper files and electronic
Family and Medical leave records (dates of leave and FMLA notice)	HR/ Leave Administration	Separation/Termination plus 5 years	HR server
I-9 forms	HR	1 year after termination	Paper files and electronic
Job description (archive)	HR	Indefinitely	HR server
Job description (active) - in employee files	HR	6 years after termination	Paper files and electronic
Memos to file from Human Resources (i.e. termination paperwork)	HR	Termination plus five years	Paper files and electronic
Part Time Lecturer paperwork (applications/CV/background checks)	HR	6 years after termination	Paper files and electronic
Subpoenas	Legal Affairs	Five years	Paper and scanned drive

Termination form and supporting documentation (including letters and agreements)	HR	Termination plus five years	Paper files and electronic
Work injury reports	HR	Termination plus 40 years	Paper files and electronic
Workplace safety and training records	EHS	Permanent	3rd party cloud
FINANCIAL SERVICES (including PAYROLL AND STUDENT BUSINESS RECORDS and PURCHASING)			
Accounting records (journal entries, annual report, audit reports)	Financial Services /Student Business Office	10 years	Paper and electronic
Access to PeopleSoft (request)	IS&T	Five years	Electronic -LANDesk(Ivanti)
Bank reconciliation (Disbursement cancelled checks, bank reconciliations, Journal vouchers, files with balance)	Financial Services	5 years	Paper
Bonds	Financial Services	Life of bond + 5 years	Paper and Electronic
California 590 forms - withholding exemption	Financial Services	5 years	Electronic and Paper
Child Support orders/Garnishments	Financial Services/Payroll	4 years after closed	HCM/Imagenow
Collections and Student Loans (Promissory notes, credit applications, correspondence with students, internal memos, collection agencies correspondence, bankruptcy notices, returned checks, Buckley (FERPA) waiver forms, files with zero balance, payment plan information)	Financial Services /Student Business Office	7 years after accounts cleared	Paper + Image Now+Shared Drive

Direct deposit authorization	Financial Services/Payroll	Termination plus four years	Paper files and electronic
Direct Deposit or Electronic Funds transfer applications (initiation/change)	Financial Services/AP	Termination plus 4 years	Paper
Disbursement source documents and history (Employee Reimbursement)	Financial Services/AP	Six years	Paper and electronic (Concur)
Electronic Data Interchange(EDI) applications (initiation/change) 3rd party integrations (Agilon, Concur) into Peoplesoft systems - Ivanti	IS&T	Seven years	<i>Ivanti (LANDesk)</i>
Final files for government/sponsored equipment	Financial Services	Seven years after disposition	Paper
Gift account documents (new chartfield request forms, gift designations, pledges and other new account information)	Financial Services	Until fund is closed + 3 year if endowment (permanent)	Electronic and Paper (in fireproof safe)
Independent Contractor Agreement	Financial Services/AP	Five years	Paper
Inventory - university owned equipment	Financial Services	3 years after disposition	Paper
Inventory Fixed Asset Transfer forms	Financial Services	3 years after disposition	Paper
IRS 1099 forms	Financial Services	5 years	Paper/Shared server
Journal Vouchers (journal entry backup)	Financial Services	10 years	Paper (18-19 will scan into Peoplesoft)
Material Management gas cylinders documentation	EH&S	Permanent	Paper and server

Orange county taxes, permits, fees	Financial Services	Seven years	Paper and Shared S drive
Payroll manual check request	Financial Services/Payroll	5 years	Payroll shared drive
Payroll data including date paid, time period covered, gross to net, deductions, taxes and reductions	Financial Services/Payroll	5 years	Payroll shared drive
Positive Pay notifications and check image from bank	Financial Services	Six years	People soft and Wells commercial electronic office
Procurement card statements and transaction receipts	Financial Services/AP	Six years	Peoplesoft and Concur
Purchase orders (other than sponsored project accounts and subcontracts)	Financial Services/Purchasing	Six years	Peoplesoft
Purchase orders - sponsored project accounts and subcontracts	Financial Services/Purchasing	Six years	Peoplesoft
Real Estate transactions, tax returns, etc	Financial Services	Permanent	Paper or electronic
Sales use tax accruals	Financial Services	Five years	Paper
Sponsored project JE's (Payroll and non-payroll transfers) (Federal and Private)	Financial Services	Ten Years	Paper or electronic
Sponsored project month-and-year end closing records (Accounting)	Financial Services	Three years from submission of final expenditure report.	Paper or electronic
Stop payment orders	Financial Services	1 year	Wells commercial electronic office
Student Account Adjustment requests	Financial Services /Student Business Office	Permanent	Campus Solutions and shared drive
Student records (Image Now)	Financial Services /Student Business Office	Permanent	ImageNow
Supplier contracts	Financial Services/Purchasing	Five years after final payment	Financial Services/Purchasing
Supplier information forms (new)	Financial Services	Five years	Peoplesoft
Surplus Asset Disposal Form	Financial Services	3 years after disposition	Paper and electronic

Tax-federal review (990)	Financial Services	7 years	Paper and Electronic
Tax- returned undelivered IRS Form W-2	Financial Services/Payroll	Five years after tax date	HCM, server
Tax Forms - Employee - California DE-4,US W4, 8233 (employees),1001 & 1001Q - (forms 1001 none at this time) and all other applicable federal and state tax forms	Financial Services/Payroll	Term plus 4 years	Hr - hard copies Payroll has ImageNow
Tax Forms IRS 8233 (Non-Employee)	Financial Services/AP	Five years	Paper and Electronic (glacier)
Ticket Office (sales, documents and annual audit docs)	Ticket Office	Five years	Audience View
Time reports - exempt and non-exempt	Financial Services/Payroll	Five years	Peoplesoft + shared server
Travel related - Purchase orders (all)	Financial Services/Purchasing	Six years after final payment	Peoplesoft
Travel supplier contracts	Financial Services	Six years	Paper, People Soft + Concur
Unclaimed property records	Financial Services	Five years	Paper and shared drive
University Blackboard system information	HRMS is data source for Faculty & Staff with HR as gatekeeper. CS is data source for Students with Registrar as gatekeeper	Currently data is retained indefinitely with card access disabled per above.	On prem Windows Oracle DB Server (separate from Peoplesoft systems) for IST management interface
University Blackboard system information - Declining system - Eaccounts	IS&T Card office, Business Office and Financial Services	Seven years	BB cloud (Eaccounts web interface and On prem Windows Oracle DB Server (separate from Peoplesoft systems) for IST management interface
University meal plan administration	Financial Services	Seven years	Blackboard Transact
Investment and Endowments			
Investment reports and statements (monthly, quarterly, annual)	Investment Office	10 years	Electronic

Subscription agreements, private placement memoranda, and related documentation (legal opinion, side letters, ADV forms, etc.)	Investment Office	5 years after full redemption	Electronic
Updated investment memoranda documents and reports	Investment Office	5 years after full redemption	Electronic
Capital calls, distribution, redemption notices, etc.	Investment Office	5 years after full redemption	Electronic
Service agreements for investment advisor, investment custodia, et al	Investment Office	5 years after full redemption	Electronic
Litigation Case Files			
Litigation Case Files	Legal Affairs	Permanent	Electronic
Real Estate			
Bill of sale	Financial Services	Seven years after transfer of property from university	Paper
Compliance Documents	Facilities Management	7 years	Paper
Construction Documents	Campus Planning or Facilities Management	Long as the building is standing	Department server + archived
Leases	Facilities Management	Five years after expiration	Electronic
Deeds	Financial Services	As long as the property is held, and thereafter 10 years after the property is sold by the university.	Paper (Vault)
Deeds of trust (Mortgage)	Financial Services	Seven years after payoff of mortgage	Paper
Property appraisals	Facilities Management	Seven years after the property is sold by the university	Paper/Electronic (Harold's real estate file)

Property records	Facilities Management	Seven years after the property is sold by the university	Paper
Property Title Insurance	Financial Services	Seven years after the property is sold by the university	Fireproof safe
Purchase contract	Legal Affairs	Five years after expiration	Electronic
University Records			
Signed policies, communications about policy	Individual departments	Permanent	Individual departments
Video files for Institutional and Departmental Events	IS&T and SMC	3 years	Mediasite, Dropbox, and prem storage server
Federal Disclosure Records (Consumer Disclosures) - Crime Statistics/Security Report, Graduation/Completion, Transfer Out Data, Athletic Participation/EADA documents and Institutional Information.	Various Departments	Three years from date of disclosure	All supporting records will be kept for seven years.
Intellectual Property Records			

Licensing summary sheets for all licensed cases; original agreements for significant cases (for example, cases that have generated significant income, have an unusual history, or were high profile) including but not limited to license, amendment, confidential disclosure, material transfers, and royalty distribution agreements; marking summaries for significant cases, including a list of companies contacted and their response; for significant cases, correspondence, other than the File Wrapper, related to patent filing, prosecution and maintenance. Correspondence relating to government requirements. Correspondence relating to exceptions to policy; and letters concerning substantive matters not otherwise covered under the policy	Office of Legal Affairs	Permanent	Electronic on department server
Original license agreements and associated materials for cases that are not considered significant.	Office of Legal Affairs	Seven years after expiration, or for at least seven years after the last to expire subject of the license, whichever is longer	Electronic on department server
Patent applications	Office of Legal Affairs	Until the patent issues	Electronic on department server
For cases that have not been licenses, or are not considered significant cases, correspondence, related to patent filing, prosecution and maintenance	Office of Legal Affairs	Until the expiration of the patent	Electronic on department server
Correspondence related to an agreement	Office of Legal Affairs	Until the agreement is signed, or issue has been resolved in writing	Electronic on department server
Original patents and abstracts, invention disclosure and other information about an invention	Office of Legal Affairs	Until the expiration of the patent	Electronic on department server

Intellectual Property Accounting and financial records	Office of Legal Affairs	Seven years after expiration, or for at least seven years after the last to expire subject of the license, whichever is longer	Electronic on department server
Dropped or abandoned patent applications	Office of Legal Affairs	Four years	Electronic on department server
Personal notes to the file (e.g. meeting summaries and agendas, and telephone conversations); brochures, pamphlets, articles and newsletters about a company or finished product, and marketing letters	Office of Legal Affairs	Three years	Electronic on department server
Medical Records			
Student Health Center			
Patient Care Records	Student Affairs/Student Health	Retention period: Indefinitely. California recommendation 5-10 years. Minimum retention period: For adults: Ten years after the last date the patient was seen. For minors - greater of three years past the patient's 18th birthday or for the period records are retained for adults (e.g. ten years)	Paper files are shredded on site after 7 years
Personal data information forms	Student Affairs/Student Health	1 year after graduation or date of last attendance.	Paper files

Student Psychological Counseling Services			
Patient records	Student Affairs/Student Psychological Counseling Services	7 years after last client contact	Paper files (last of which will be destroyed after this academic years) in a locked filing cabinet and and Titanium
Disability Services			
Patient records	Student Affairs/Disability Services	7 years after last client contact	Shared drive, Accommodate
OFFICE OF RESEARCH			
Grievances , including records relating to allegations of research or other misconduct, including records of inquiry, investigation and disposition	Office of Research	At least three years after final resolution of the matter	Same as Federal requirement
Institutional Animal Care and Use Committee Records , including minutes of IACUC meetings; attendance logs, copies of approved Assurances; records of proposed activities (including applications and proposals) involving animals and proposed significant changes in activities involving animals; records of semiannual IACUC reports and recommendations; and records of accrediting body determinations.	Office of Research	At least three years; provided that records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and an additional three years after completion of the activity.	Same as Federal requirement

<p>Institutional Review Board Records, including copies of all research proposals reviewed; scientific evaluations that may accompany proposals; approved sample consent documents; progress reports submitted by investigators; reports of injuries to subjects or adverse experiences; minutes of meetings; attendance logs; records of continuing review activities; copies of all correspondence between IRB and investigators; list of IRB members; and statements of significant new findings provided to subjects</p>	<p>Office of Research</p>	<p>i) Three years for records of general applicability; or ii) three years after activity's completion for records relating directly to applications, proposals, and proposed significant changes in ongoing activities reviewed or approved by the IRB</p>	<p>Same as Federal requirement</p>
<p>Rate information, including indirect cost rate computations or proposals; cost allocation plans; and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates)</p>	<p>Office of Research and Financial Services</p>	<p>Three years from the date that records is submitted as part of the rate negotiation process. If record is not submitted as part of rate negotiations, then three years from the end of the fiscal year covered by the proposal or other computation</p>	<p>Same as Federal requirement</p>
<p>Research Misconduct Records, including proceedings for inquiry and investigation.</p>	<p>Office of Research</p>	<p>Seven years (after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation - whichever is later)</p>	<p>Same as Federal requirement</p>
<p>Sponsored project account files (federal)</p>	<p>Office of Research</p>	<p>Three years from submission of final expenditure report.</p>	<p>Paper or electronic</p>
<p>Sponsored project account files (private)</p>	<p>Office of Research</p>	<p>Longer of i) 3 years from expiration or earlier termination of agreement; or ii) longer period as required by sponsor and agreed to by University</p>	<p>Paper or electronic</p>
<p>Sponsored project month-and-year end closing records (SPS) - Federal</p>	<p>Office of Research</p>	<p>Three years from submission of final expenditure report.</p>	<p>Paper or electronic</p>

Sponsored project month-and-year end closing records (SPS) Private	Office of Research	Longer of i) 3 years from expiration or earlier termination of agreement; or ii) longer period as required by sponsor and agreed to by University	Paper or electronic
Uniform Guidance and other Audit reports	Office of Research/SPS and Financial Services	Longer of: i) three years after the date of issuance of the auditor's report; or ii) until all contested audit findings have been resolved	Long of: three years after the date of issuance of the auditor's report; or ii) until all contested audit findings have been resolved.
FDA Regulated Sponsored Projects Agreements Records for Investigational New Drugs Applications	Office of Research	2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified.	Same as Federal requirement
FDA Regulated Sponsored Projects Agreements Records for Investigational Devices	Office of Research	2 years after the date on which the investigation is terminated or completed, or the date that the records are no longer required for purposes of supporting a premarket approval application or a notice of completion of a product development protocol - whichever is longer.	Same as Federal requirement
Research Data - Federally Sponsored Research			

<p><i>Scientific Records</i>, including research or laboratory notebooks; preliminary research reports or summaries; protocols; records relating to the source of research materials and tools; adverse event reports, research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results.</p>	<p>Principal Investigator</p>	<p>Longer of three years from submission of final expenditure report, or three years from the completion of the research as defined in the original contract or grant award or as required by sponsor, whichever is greater.</p>	<p>Varies by PI.</p>
<p>Research Data - other Research</p>			
<p><i>Scientific Records</i>, including research or laboratory notebooks; preliminary research reports or summaries; protocols; records relating to the source of research materials and tools; adverse event reports, research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results.</p>	<p>Principal Investigator</p>	<p>Three years from submission of final expenditure report; or longer period as required by sponsor and agreed to by university</p>	<p>Varies by PI.</p>