**FORM 3.5B- ARCHIVING PROCEDURE CHECKLIST**

IDI REC number:

**IDI REC APPROVED STUDIES** IDI REC records must be retained for at least 5 years, and records relating to research, which is conducted retained for at least 5 years after completion of the research. IDI REC considers the research concluded only after all data has been analyzed.

Date Completion Report filed

Date IDI REC File can be closed

**All research (whether Govt. or privately funded)**

A copy of all documentation reviewed is to be maintained for at least 5 years after completion of the research at that institution

Date Completion Report filed

Date IDI REC File can be closed

File Destruction Date

**Waiver of Authorization** A copy of all documentation reviewed is to be

Maintained for at least 7 years after approval of waiver.

Date Completion Report filed

File Destruction Date