

BGSU Schedule of Records Retention

Office: Animal Research Facilities

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of Retention and Destruction for the following records is hereby established. The records covered by this schedule, upon expiration of the retention period, shall be destroyed unless otherwise specified. No record shall be destroyed that pertains to any pending claim, action, litigation, or request.

Approvals:

Department Official: Signed

Date: 05/15/2001

Records Manager: Signed

Date: 05/17/2001

Schedule Number	Records Series Title	Retention Period
103-1	Facilities Inspections Evaluations: include inspections of animal housing, evaluations of BGSU animal care and use program, assurance document submitted to Office of Laboratory Animal Welfare (OLAW) in compliance with the Public Health Service (PHS) policy on humane care of laboratory animals	6 years as required by Federal agencies program
103-2	Administrative Files: includes correspondence, reports, and materials documenting the activities and concerns of IACUC and/or Animal Facilities	3 years, destroy all materials not documenting significant action; transfer remainder to Archives
103-3	General Correspondence: Includes correspondence unrelated to specific protocols, letters, membership lists	3 years
103-4	Institutional Animal Care and Use Committee Action on Protocol Applications: includes action on applications by IACUC at regularly scheduled meetings and outside scheduled meetings	3 years; review for historical value

Schedule Number	Records Series Title	Retention Period
103-5	IACUC Protocols: request for permission to use laboratory animals in experiments; describes the experiment and the treatment of animals	Active + 3 years
103-6	IACUC Meeting Minutes	Retain in office until no longer of administrative value; transfer to CAC
103-7	Animal Facilities Database: contains information about Laboratory Animal Care and Use and compliance with regulations and policies	6 years; review for historical value