

Established: May 10, 2012
Updated:
Next Review:
Responsible Unit: Research Ethics Board
Number of Pages: 1

All relevant hard copy files of studies will be retained by the researcher for a **minimum of seven years** after the study has been formally closed by the REC. The exception to this rule is studies which fall under regulations which provide otherwise, such as Health Canada regulations for clinical trials which require hard copies to be kept for a **minimum of 25 years**.

The Researcher will ensure that he/she maintains the integrity (i.e. no additions or deletions, no amendments from the original files) of the data and files. This includes ensuring that data is kept in an accessible format. This may require the Researcher to transfer or destroy formats from time to time to keep pace with evolving technologies. Care must be exercised by the Researcher to ensure that old formats and data are properly destroyed so as to ensure the confidentiality and anonymity of information.

ACKNOWLEDGEMENT

Portions of this policy have been adopted from the University of Guelph with their permission and adapted for Conestoga College. CCITAL gratefully acknowledges the contribution of the University of Guelph in this regard.