Schedule A: Retention periods for research data (Approved by Academic Board on 13 September 2016)
This schedule is pursuant to *Management of Research Data and Primary Materials Procedure*.

The required **minimum** periods for the retention of materials of research outcomes are described in Table 1. Materials may be kept for longer periods, or indefinitely, provided that this does not breach the conditions of ethics approval or any agreement under which the materials were obtained.

NB: There is a requirement not to destroy records which may be subject to a Freedom of Information request or are reasonably likely to be required in legal proceedings under the *Crimes Act 1958*.

Table 1: Minimum retention periods for types of data

Description	Minimum retention period
Summary record of data created as part of research activities within the institution. *Includes information about the nature and type of data, principal researchers or investigators, how long the data is to be retained and any conditions around access or reuse of the data*.	Permanent
Records relating to the administration of research projects (excludes primary materials) *(Includes the development of research methodologies and protocols, resourcing, ethics approvals undertaken outside of committees, and arrangements for informal collaborative research links with outside organisations. Also includes required licences or permits).*	7 years
Data created from clinical trials as part of research activities within the institution.	15 years
Data created as part of research activities within the institution which involve minors	7 years after child reaches the age of 18
Data created as part of research activities within the institution. Does NOT include data created for specific research activities for which additional regulatory requirements apply, including: clinical trials, gene therapy and research involving children	5 years
Data created as part of research activities within the institution, which are of regulatory or community significance. Includes data created that is: • part of genetic research, including gene therapy; • controversial or of high public interest; • costly or impossible to reproduce; • relates to the use of an innovative technique for the first time; • of significant community or heritage value to the state or nation; or • required by funding or other agreements to be retained permanently.	Permanent
Records relating to the management and administration of specimens obtained from humans for teaching or research purposes. Includes the management of biospecimens including tissue and blood, genes, organs and body parts. Includes acquisition records, records relating to a specimen's condition and use in research projects, interventions undertaken on the	15 years after specimen destroyed or removed from institution

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specimen and destruction of the specimen or removal from the institution. Also includes records of the consent obtained from the participant for the use of their biospecimens including duration and types of consent (eg, specific, extended or unspecified), and any access restrictions applied.	
Records relating to managing Genetically Modified Organisms (GMO) or other material requiring biosafety provisions, which do not go through the Institutional Biosafety Committee or equivalent, while being used in specific research projects. Includes applications and assessments of Notifiable Low Risk Dealings (NLRDs), ongoing management of biosafety material and records of inspections of certified GMO facilities	8 years after action completed
Records documenting the management and care of animals in the institution's custody, as required under the Australian Code for the Care and Use of Animals for Scientific Purposes, the Prevention of Cruelty to Animals Act and Regulations and associated codes of practice. Includes information about the acquisition of animals, scientific procedures or research projects using animals, number and species of animals held, number and species of animals removed from the premises or destroyed, and records of any breeding conducted	4 years after action completed
Records relating to the management and administration of organic and inorganic specimens, which are not derived from humans or animals, and which do not have biosafety provisions, held by the institution. Includes acquisition records, records relating to a specimen's condition and use in research projects, interventions undertaken on the specimen and destruction of the specimen or removal from the institution.	7 years after specimen destroyed or removed from institution