

Research-Human Subjects Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Office of Record	Retention	Notes	MDAH #
Externally Funded Projects	Institutional Review Board Office	Hold seven (7) years after project closeout or submission, then dispose.	Restricted. Records accessible for inspection and copying by authorized representatives of the Food and Drug Administration at reasonable times and in a reasonable manner.	G325
Internally Funded Projects	Committee Office	Hold seven (7) years after project closeout or submission, then dispose	Restricted.	G325
Unfunded Research Projects	Oversite Committee and principle investigator	Hold seven (7) years after project closeout or submission, then dispose	Restricted. For Hazardous Materials Committee-approved projects, copies of any Material Safety Data Sheets acquired as part of the project should be furnished to Hazardous Materials Office.	G325