Storage of Inactive Clinical Research Records Procedure

Classification Information Management	**Table of Contents**
Approval Authority Associate Dean (Clinical Research), Cumming School of Medicine	
Implementation Authority Director, Cumming School of Medicine	
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1 Purpose

The purpose of this procedure is to outline the process by which fees for the storage of Inactive Clinical Research Records are collected.

2 Scope

This procedure applies to clinical researchers at the University.

3 Definitions

In this procedure:

a) "CCCR" refers to the Calgary Centre for Clinical Research.

b) "Inactive Clinical Research Records" refers to paper or hard copy records:
   i.   that were created or collected by the researcher to support clinical research; and
   ii. that are no longer needed by the researcher to carry out the research; but
   iii. which must be retained for a period of time in accordance with contractual or regulatory requirements.

c) "PI" means the Principal Investigator.

d) "University" means the University of Calgary.

4 Procedure

4.1 CCCR will collect a non-refundable storage fee when a study closes, that is, when a request is submitted to close the project code.

4.2 CCCR will deposit the revenue from clinical health research projects in a fund 70 project code. Separate activity codes will be set up for each department.

4.3 If the project has insufficient funds to cover the storage fee, the difference will be removed from the PI's residual project code.

4.4 If the PI does not have a residual project code or the PI's residual project code has insufficient funds to cover the storage fee, CCCR will invoice the PI's department.

4.5 Alternatively, the storage fee can be paid directly by the sponsor of the project by cheque made payable to the University of Calgary. The cheque can be attached to the CCCR deposit form and the project code closure form.

4.6 If the storage funds have been collected during the course of the study, the number of boxes will be communicated to CCCR. CCCR will then use the Storage Fee calculator provided by University Archives to remove the appropriate funds from the project code.

5 **Parent Policy** Storage of Inactive Clinical Research Records Policy

6 **Related Information** Transferring Records, University Archives

7 **History**

June 1, 2011	Approved and Effective.
January 1, 2020	Editorial Revision. Updated format and links.