



## STUDIES INVOLVING HUMAN SUBJECTS

1. Studies Involving Human Subjects, such as Taste Test and Quality Evaluation Studies. Files consist of correspondence, written consent of participants, outline of research proposal, approvals, analyses, results, and related records. These records are filed by project number. Certain records created in these studies must be kept confidential to protect the rights of privacy of individuals participating in the research.
  - a. Significant correspondence, application forms, consent forms, medical records, proposal, approval, and other documentation deemed necessary to protect the researcher and the Department against liability.

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|----------------------------|---|
| (1) Research Investigator: | TEMPORARY. Cut off on completion of project. Retire to FRC 5 years after cutoff. Destroy 25 years after cutoff. |
| (2) Other Offices:         | Destroy when 5 years old or when no longer needed for current activities, whichever is sooner.                  |

NOTE: Human Studies Review Committee records are covered under Item 23.

- b. Other records, not covered elsewhere in this Schedule, considered to have insufficient value to be included in the project files, e.g., daily menu checks.

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| All Offices: | Destroy when data is no longer needed, if a competent research scientist has determined that the records have served all research and legal purposes. |
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NOTE: Laboratory Notebooks are covered in Item 196.

**SUPERCEDES NC1-310-80-2, ITEM 200.**

