

MOUNT ALLISON UNIVERSITY. RESEARCH ETHICS BOARD

RECORDS RETENTION AND DISPOSITION SCHEDULE

Adopted by the Research Board, December 15, 2009

The Research Ethics Board (REB) is a committee of Senate. It is responsible for the timely review of all research protocols or projects involving human subjects; monitoring of on-going human research; responding to enquiries from external agencies with responsibility to monitor ethics review procedures at universities; and educating the Mount Allison research community about the principles and practices of the ethical conduct of research. The REB reports annually to Senate.

Office of Primary Responsibility (OPR): The Office of Research Services acts as the REB Secretariat and maintains the official records of the REB.

Retention and Disposition

Record Types	Active Retention (in office)	Semi-active Retention (in storage)	Total Retention	Final Disposition
OPR - application case files (P)	Completion of data collection + 5 years	0 yr	Completion of data collection + 5 years	Full retention by Archives
OPR - application case files (E)	Final decision rendered	0 yr	Final decision rendered	Deletion
OPR - minutes; agenda; annual report to Senate (P/E)	AY + 2 years	0 yr	AY + 2 years	Full retention by Archives
Chair - all records (P/E)	Expiration of term as Chair	0 yr	Expiration of term as Chair	Destruction by confidential shredding / Deletion
REB members - all records (P/E)	Final decision rendered	0 yr	Final decision rendered	Destruction by confidential shredding / Deletion

Key

AY = Academic Year (1 July - 30 June) P = Paper E = Electronic

Rationale for Full Archival Retention

These records give evidence of the University's ethics oversight function, and of the types of potentially contentious research involving human subjects conducted at Mount Allison University. Through the permanent retention of these files, future researchers will have access to records that allow an understanding of the evolution and the implementation of the ethics oversight function at Mount Allison University.

Description, Purpose and Use of Records

Series is comprised of records created, received, maintained, and used to support the activities and deliberations of the Mount Allison University Research Ethics Board. The records document the ethics review and approval of faculty-, staff-, and student-initiated research protocols or projects involving human subjects.

Records may include minutes; agendas; membership lists; policies and procedures; correspondence; annual report to Senate; application case files, including samples or descriptions of research instruments (e.g. informed consent, questionnaires, surveys, equipment, etc.); notice of approval with attached summary prepared by REB; progress and final reports; supporting papers; and reference and information material.

Restrictions on Access to records held by the OPR and the University Archives

Researchers wishing access to the application case files must apply for permission in writing to the Research Ethics Board. If granted, the Board will contact either the OPR or the University Archives (depending upon where the file in question is stored) in writing, stating the name of the researcher who is to be allowed access, and indicating which file(s) may be accessed. Alternatively, with a majority approval of the Research Ethics Board members, the Chair may prepare a redacted copy of the requested records if it is felt by the Board that redaction is necessary to preserve the confidentiality of applications to REB.

For each application case file, this restriction will continue in effect until the terms provided in the Copyright Act have expired (currently 50 years after the death of the author of the document). Once this milestone has been reached, there will be free access to the application case files through the University Archives.

Once transferred to the University Archives, access to the minutes of meetings are open for public viewing.