

**CLEMSON UNIVERSITY**

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS  
VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT

RESEARCH COMPLIANCE

**CU 08007 ANIMAL CARE AND USE PROTOCOL RECORDS**

Description:

Used to document research, teaching, and testing projects involving animals. Information includes title of project, name of principal investigator, funding agency, laboratory research concerning animals, field studies, animal welfare policy, project reports, and any related information.

Retention:

3 years after completion of project. Destroy

Schedule approved 7/25/94;  
Revised 8/2/2005; Second Revision 8/2011

**CU 08008 HUMAN SUBJECT RESEARCH PROTOCOL RECORDS**

Description:

Used to document research projects involving human subjects. Information includes title of project, name of principal investigator, funding agency, grant number, patient's information and signature, project reports, and any related information.

Retention:

3 years after completion of project. Destroy

Schedule approved 7/25/94;  
Revised 8/2/2005; Second Revision 8/2011

**CU 13868 INSTITUTIONAL BIOSAFETY PROTOCOL RECORDS**

Description:

Used to document research projects involving biological hazards, chemical hazards with vertebrate animals, and recombinant DNA. Information includes Institutional Biosafety Committee reports and recommendations, project title, name of principal investigator, type of hazardous agent, project number, funding agency (if any), research protocols, and any related information.

Retention:

3 years after completion of project. Destroy

Schedule approved 10/2003;  
Revised 8/2/2005; Second Revision 8/2011

**CU 15788 EXPORT CONTROL RECORDS**

Description:

Used to document federal regulations governing United States trade sanctions and restrictions on export. Information includes license approvals, agency communications, negotiations and investigatory questionnaires related to trade practices, boycotts or export transactions subject to the Office of Foreign Assets Control (OFAC), Export Administration Regulations (EAR), or International Traffic in Arms Regulations (ITAR).

Retention:

5 years after final transaction. Destroy

Schedule approved 8/2011