

<b>IACUC RECORDS</b>	The research facility must maintain records of the IACUC's activities. [2.35]
<b>Records</b>	The IACUC records which must be maintained include, but are not limited to: <ul style="list-style-type: none"><li>• minutes of the IACUC meetings, including:<ul style="list-style-type: none"><li>▶ a list of members who attended and/or did not attend</li><li>▶ all the activities conducted by the IACUC at the meeting</li><li>▶ substance of the deliberations of the IACUC, not just the decisions reached</li><li>▶ any minority views</li><li>▶ approval of the minutes (usually of the previous meeting) by the IACUC</li></ul></li><li>• verification of appointment of IACUC members by the Chief Executive Officer (CEO)</li><li>• records relating to animal activities, including:<ul style="list-style-type: none"><li>▶ protocols</li><li>▶ proposed significant changes to protocols</li><li>▶ IACUC decisions on protocols and proposed changes</li><li>▶ notification of Principal Investigator and Institutional Official of IACUC decisions on protocols and proposed changes</li><li>▶ notification of suspension of protocol</li><li>▶ annual review of protocols</li></ul></li><li>• program of humane care and use</li><li>• semi-annual reports, including:<ul style="list-style-type: none"><li>▶ review of humane care and use program</li><li>▶ facility inspection</li><li>▶ report of program review to the Institutional Official, including minority views</li><li>▶ significant deficiency reports</li></ul></li><li>• recommendations to the Institutional Official</li><li>• complaint investigations</li><li>• approved exemptions/exceptions to the regulations or standards</li></ul>

**Retention**

All records and reports must be maintained: [2.35(f)]

- at least 3 years, or
  - longer if:
    - ▶ necessary to comply with any applicable Federal, State, or local law
    - ▶ the APHIS Administrator notifies the research facility, in writing, that specified records must be retained pending completion of an investigation or proceeding
- NOTE: The APHIS Administrator will inform the research facility, in writing, when the records may be disposed of.

Records must be held at least 3 years from the date: [2.35(f)]

- an animal is disposed of or euthanized
- of completion of the IACUC-approved protocol
- of completion of the IACUC-approved significant change to a protocol

**Availability**

Records must be available for inspection and copying by: [2.35(f)]

- any APHIS official
- any Federal funding agency representative

APHIS inspectors will: [2.35(f)]

- maintain the confidentiality of the information
  - not remove the records from the research facility's premises
- UNLESS:
- ▶ there has been an alleged violation
  - ▶ the records are needed to investigate a possible violation
  - ▶ the records are needed for enforcement purposes

NOTE: Release of any materials removed from the facility that contain trade secrets, or commercial or financial information that is privileged or confidential will be governed by applicable sections of the Freedom of Information Act.