

Washington State Institutional Review Board

GUIDELINES FOR RETENTION OF WSIRB-RELATED RECORDS

Most Board documents contain sensitive information that should be limited to use in official WSIRB business. Hard copies of sensitive information should be stored out of sight and in secure locations when not in use. Sensitive information in electronic form should be stored on password-protected computers. To minimize storage of paper and electronic documents related to WSIRB business, WSIRB members should follow these retention guidelines.

All WSIRB members should retain electronic copies of WSIRB minutes.

Primary Reviewers should retain electronic copies (and may choose to save paper copies) of the following documents related to proposals they review:

- New Applications: Approval letters, approved applications, confidentiality agreements (if any) and documentation of findings;
- Study Amendment Requests: Approval letters and approved study amendments;
- Continuation Approval Requests: approval letters, approved continuation request, and documentation of findings;
- Unanticipated Problems/Adverse Events Reports: WSIRB correspondence (if any);
- Other WSIRB correspondence to, and responses from, principal investigators.

HRRS staff will send electronic copies of all these documents to primary reviewers as they are generated. Primary reviewers should retain the electronic copies in a dedicated folder on their computer until the project is closed or canceled, or until the primary reviewer leaves the Review Board. For more information, see [Document Management](#), under [In-Service Training on the WSIRB website](#).

Disposition of Documents: All other Board documents may be discarded after the WSIRB meeting to which they pertain. Paper documents should be shredded or burned in shred or burn bins at your workplace, if available or other bins used to recycle confidential materials. Electronic copies of Board documents may be deleted from personal computers immediately after the Board meeting. Board members should empty their electronic recycle bin on a regular basis.