

UNSW  
Records & Archives

Retention periods for records relating to research

Introduction

This document details the retention requirements for records related to research.

It should be read in conjunction with the [NSV](#), the [NSV Resea](#) [at a Po](#) and [UNSW guidance on records disposal](#).

The document outlines retention periods required for the various classes of:

1. **research data**
2. **ethics committee and process records**
3. **records relating to the ownership of intellectual property**
4. **records relating to research reporting**
5. **other records related to the administration of research**

It compares where appropriate the retention periods required under the [St Rec](#) through the State Records Authority's [Gen Retiro](#) [ad Del](#) [Atn](#) [A47](#) and the [Abi and e fdh](#) [by Hdtg](#). Where there is conflict between retention periods from these authorities the longer retention period (as shown in the tables by bold type) is the retention period that should be applied.

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## 1. Retention periods for research data

*Type of research  
data*

*State Records Act - General Retention and Disposal Authority –  
Higher and Further Education Records (GA47) (2017)*

*Australian Code for the*





## 2. Retention periods for records of ethics committees and processes

<i>Description of Records</i>	<i>Retention Period</i>	<i>State Records Act reference</i>
Human Ethics records of assessment and approval of research.	<b>Retain for minimum of 15 years</b> after action completed, then destroy.	GA 47 3.4.1
Bio-safety Ethics records of assessment and approval of research, includes GM (genetically modified plants and organisms) research.	<b>Retain for minimum of 10 years</b> after action completed, then destroy.	GA 47 3.4.3
Animal Ethics records of assessment and approval of research.	<b>Retain for minimum of 7 years</b> after action completed, then destroy.	GA 47 3.4.2

Records relating to breaches of ethical practice as approved by the ethics committee(s).

### 3. Retention periods for records relating to the ownership of intellectual

## 5. Other records relating to the administration of research

<i>Description of Records</i>	<i>Retention Period</i>	<i>State Records Act Authority</i>
Records relating to routine administration of grant programs. Includes <b>unsuccessful</b> applications and routine associated correspondence.	<b>Retain for minimum of 2 years</b> after action completed, then Destroy.	GA 47 3.3.1
Records relating to <b>successful</b> applications for grants. Includes applications, agreements, project monitoring, acquittals and reports.	<b>Retain minimum of 7 years</b> after all conditions of the grant have been satisfied, then destroy.	GA 47 3.3.2
Records relating to the establishment of the grant, including grant conditions. Includes records relating to the establishment of grants, including standard grant conditions which establish the expectations, boundaries and protocols in relation to the grant.	<b>Retain until discontinuation of the program and acquittal of all grants under the program</b> , then destroy.	GA 47 3.3.3



