Research Records Classification

**Human Subject Research?**
- **NO**
  - **111-101170**
    - Research: Notes, Working Papers, and Technical Data - Non Human Subject
    - Destroy 5 years after the close of the study, or in accordance with the sponsor agreement/protocol and when reference value ends, whichever time period is longer.

**Approved by SBS or IRB-HSR?**
- **SBS**
  - **111-101170**
    - Research: Notes, Working Papers, and Technical Data - Human Subject (SBS)
    - Destroy 5 years after the IRB-SBS close date or in accordance with the sponsor agreement/protocol, whichever time period is longer.

**Minor Subjects?**
- **NO**
  - **111-200233**
    - Research: Administrative, Data & Participant Records: Adult Subjects (HSR)
    - Destroy 6 years after IRB-HSR close date or in accordance with the sponsor agreement/protocol, whichever time period is longer.

- **YES**
  - **111-200233**
    - Research: Administrative, Data & Participant Records: Minor Subjects (HSR)
    - Destroy 6 years after youngest subject reaches age of 18 and 6 years after IRB-HSR close date, or in accordance with the sponsor agreement/protocol, whichever time period is longer.

University Records Management Office
- records@virginia.edu
- recordsmanagement.virginia.edu