

## **RETENTION OF RECORDS**

**PURPOSE:** To establish guidelines for the retention of research materials and records.

All records, unreleased slides and biospecimens kept in the DUHS BioRepository and Precision Pathology Center (BRPC) will be retained for a minimum of 10 years or until repository operations cease. For signed consent forms, these will be held in the study's research files for at least 6 years after the study closes. If the subject is a child, until the youngest child on the study reaches the age of 21 or after 6 years from study closure, whichever is longer. This can be satisfied by keeping it in the study's research files. A signed consent form can be sent to Duke's HIM to be stored in Epic's MaestroCare electronic medical record.

If repository operations cease, records, slides and biospecimens remaining in the facility shall be maintained by the BRPC director or custody will be transferred to an appropriate designee.

Prior to records being converted to another medium for storage and retention, all records will be verified for accuracy, legibility, and completeness before the original record is destroyed.