

**University of Texas at Austin
 Institutional Animal Care and Use Committee**

IACUC Procedure # 7.1

Title	Maintaining IACUC Records		
Date of Approval	11-12-18		
Date of Last Revision	N/A	Version	1.0

7.1.1 Protocol Record Retention

The PHS Policy and the AWRs require that animal applications and proposed significant changes be retained for the duration of the animal activity and for an additional three years after the end of the activity. Proposals submitted to the IACUC must be kept for three years even if approval was not granted or animals were not used. The records must show whether or not IACUC approval was given.

7.1.2 Other IACUC Record Retention

Both the PHS Policy and the AWRs require that the University retain the semiannual Program Review and Facility Inspections Report and any recommendations of the IACUC. PHS Policy also requires that the OLAW Assurance and reports of accrediting agencies (e.g., AAALAC) be kept on file. USDA requires additional records on dogs and cats acquired, transported, sold, or euthanized by the research facility. Animal health records are not usually maintained by the IACUC but are kept in the animal facility or in research laboratories. All these records must be kept for at least three years; and must be accessible to OLAW, USDA/APHIS, and funding agencies for inspection or copying.

7.1.3 Record Retention at the University of Texas Austin

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) And [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

[The University of Texas at Austin Records Retention Schedule \(UTRRS\)](#) is certified by the Texas State Library and Archives Commission. It has been adopted as an administrative rule of the University. All official state records (paper, microform, electronic, or any other media) listed on the UTRRS must be retained for the minimum period designated. Once official University records have met their retention periods, they must be disposed of in accordance with the policies and procedures of Office of Accounting’s Division of Records Management Services.