



**1 PURPOSE:**

- 1.1 This procedure establishes the process to retain QA/QIP records.
- 1.2 The process begins each year in July.
- 1.3 The process ends when records that no longer need to be retained are destroyed.

**2 SCOPE:**

- 2.1 This process applies to all industry sponsored, government funded and investigator initiated studies conducted at Drexel University (DU) and applicable affiliates.

**3 REVISIONS FROM PREVIOUS VERSION:**

- 3.1 None.

**4 GUIDANCE:**

- 4.1 Documents are to be retained for a minimum of six years unless otherwise specified.

**5 RESPONSIBILITIES:**

- 5.1 The QA/QIP committee members execute this process.

**6 PROCEDURE:**

- 6.1 Destroy QA/QIP policies and procedures that were replaced with revised policies and procedures more than six years ago.
- 6.2 Destroy protocol files when the protocol was terminated more than six years ago.

**7 MATERIALS:**

- 7.1 None

**8 REFERENCES:**

- 8.1 None



Drexel University

QUALITY ASSURANCE/QUALITY IMPROVEMENT PROGRAM (QA/QIP)  
Record Retention for QA/QIP Reviews

**Approvals**

Signature of author signifies that this document accurately reflects the current process.

Author(s)	Title	Signature	Date
Karen Skinner	QA\QIP Director		11/20/12

Signature of the approvers signifies agreement that this guidance document should be effective within Drexel University and applicable affiliates.

Approval	Title	Signature	Date
Donna Walsh	Executive Director, Human Research Protection Program		11-30-12
Michael Edwards	Senior Associate, Vice Provost for Research		12/12/12

**Revision History**

Version	Effective Date	Change