Research data is always supported by other records, such as those documenting ethics committee processes, intellectual property rights, and research project administration and reporting.

Effectively managing your research data and its supporting records reduces risk, eliminates unnecessary storage costs and enables better outcomes for your research and UNSW.

If there are no special arrangements for your research data and its supporting records, you may destroy them once they have reached their legally defined minimum retention period.

Please note that research data and its supporting records must never be destroyed without following the complete records destruction process. For more information, go to https://www.recordkeeping.unsw.edu.au/recordkeeping/destroying-records or contact rdm@unsw.edu.au.
# RETENTION PERIODS FOR UNSW RESEARCH DATA

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples Data &amp; Datasets</th>
<th>Retention Period</th>
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</thead>
</table>
| A        | • involving community or heritage significance  
|          | • relating to genetic research, including gene therapy  
|          | • containing controversial issues or of high public interest, or has influence in the research domain  
|          | • costly or impossible to reproduce or substitute if the primary data is not available  
|          | • relating to the use of an innovative technique for the first time | Permanently |
| B        | • from clinical trials  
|          | • involving research with potential long term effects on humans  
|          | • not covered by Category A | Minimum 15 Years  
|          |  
| C        | General research data not covered by Category A and B | Minimum 5 Years  
|          |  
| D        | • for assessment purposes only  
|          | • not covered by Category A, B and C | Minimum 12 Months  

For retention periods for the supporting research records, go to [https://www.recordkeeping.unsw.edu.au/recordkeeping/research-records](https://www.recordkeeping.unsw.edu.au/recordkeeping/research-records)