

RETENTION PERIODS FOR RECORDS RELATING TO RESEARCH



Research Data

Ethics
committee
and process
records

Records
relating to
the ownership
of intellectual
property

Records
relating to
research
reporting

Other records
related to the
administration
of research

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



Category	Examples Data & Datasets	Retention Period
A	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> from clinical trials involving research with potential long term effects on humans not covered by Category A 	Minimum 15 Years after completion of research or until participant reaches 25 years old, whichever is the longer
C	General research data not covered by Category A and B	Minimum 5 Years after completion or publication of research, whichever is the longer
D	<ul style="list-style-type: none"> for assessment purposes only not covered by Category A, B and C 	Minimum 12 Months