

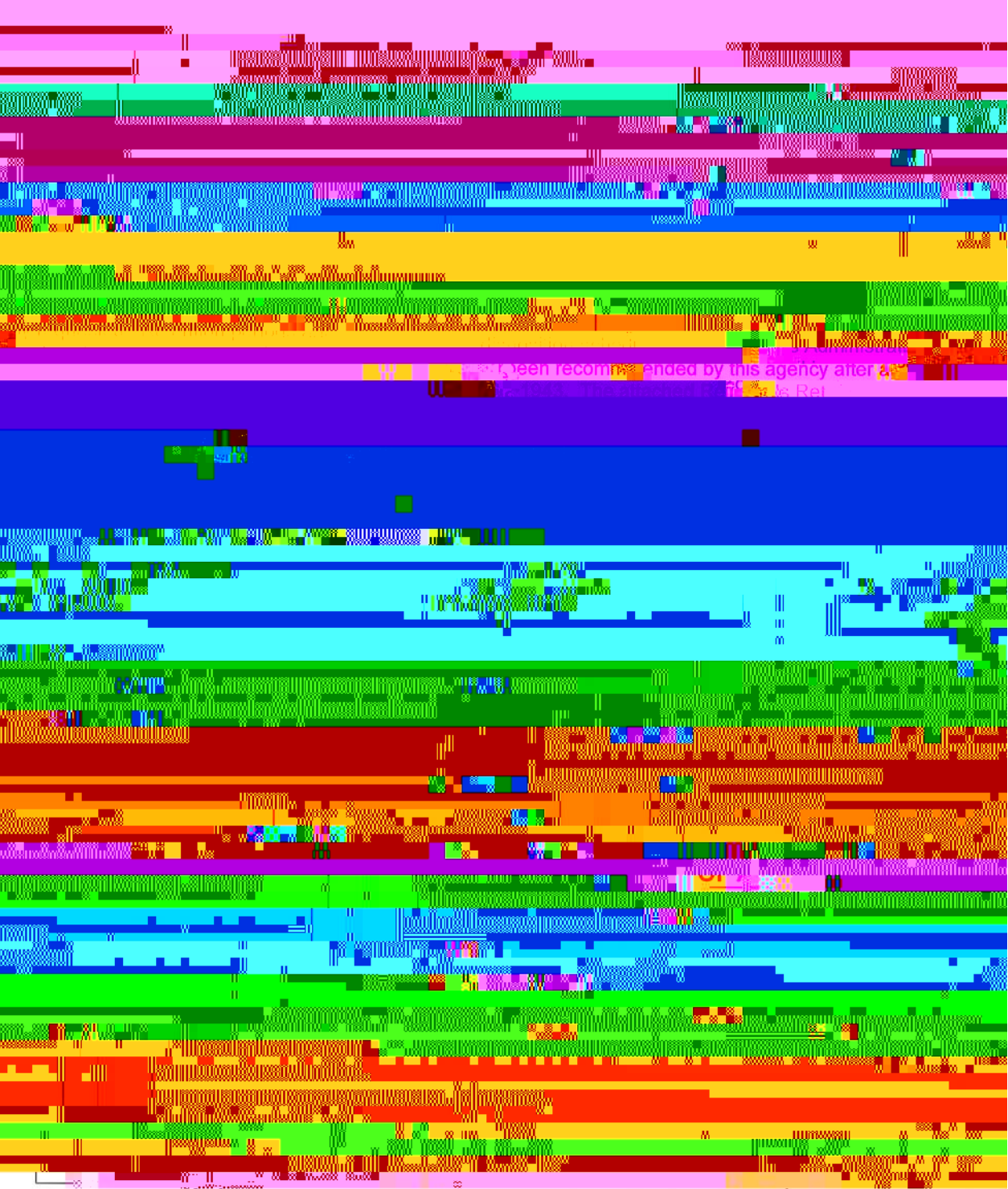
Schedule 170-13

UNIVERSITY OF
NEBRASKA
BOARD OF REGENTS

ANIMAL CARE AND
DIAGNOSTICS RECORDS

May 29, 2013

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559



has been recommended by this agency after a

U.S. Department of Justice

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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, regardless of the me
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SCHEDULE 170-13 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – ANIMAL CARE AND DIAGNOSTICS RECORDS

General Guidance :

UNIVERSITY RECORD - The single authorized copy of or belonging to the University, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

RETENTION - Retention requirements are for all University records, regardless of the media on which they reside, unless otherwise noted.

PRESERVATION HOLD – No destruction of University records may take place while there is a Preservation Hold in effect.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

PRESERVATION DUPLICATE - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENT.98 585601 Tm 0o7(sity1he)-8.- 8.4 29.0e2de sit09.66 re f BT 6.8871 0 0 8.4 f It6 580.56
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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-13-16	IACUC RECORDS	COMPLAINTS AND INVESTIGATIONS Records related to animal welfare issues involving research projects.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-17	IACUC RECORDS	FACILITY INSPECTIONS AND PROGRAM REVIEWS Records related to facility inspections and program reviews by accrediting bodies.	7 YEARS After certification		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733 See also: 170-14 Academic Affairs / Provost
170-13-18	IACUC RECORDS	MEETING MINUTES IACUC meeting minutes, including records of attendance, agendas, handouts, committee activities, and other items accepted as part of the minutes.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-19	IACUC RECORDS	MINORITY VIEWS Documentation of minority IACUC views.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-20	IACUC RECORDS	PROTOCOLS AND AMENDMENTS Documentation of animal use protocols and proposed significant changes to protocols submitted to the IACUC for review, including whether or not IACUC approval was given.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-21	IACUC RECORDS	REPORTS Annual or other periodic reports to the United States Department of Agriculture (USDA), the Office of Laboratory Animal Welfare (OLAW), others, including internal reports.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-22	IACUC RECORDS	SATELLITE FACILITY RECORDS Requests to keep animals in locations other than animal research facilities operated by the University.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733
170-13-23	IACUC RECORDS	TRAINING RECORDS Records related to training given to IACUC members and animal use personnel, including attendance lists.	7 YEARS After completion of the activity		9 CFR, Chapter 1, § 2.35 31 U.S.C. §§ 3729–3733

Approved: May 29, 2013

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY Board of Regents of the University of Nebraska
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY
(DO NOT INCLUDE SECTION AND ITEM NUMBERS)

TOTAL VOLUME DISPOSED
(SEE REVER

VOLUME ESTIMATING GUI