



Policy No: **110.05**
Revision No: **2**
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UNIVERSITY POLICIES & PROCEDURES

Category:	Research
Title:	RETENTION OF TANGIBLE RESEARCH PROPERTY
Applicability:	Thomas Jefferson University
Contributors/Contributing Departments:	

OBJECTIVE

This policy and its procedures are directed toward the retention of tangible research property (TRP) that is owned by the University and/or controlled by the University and its faculty. TRP includes, but is not limited to, biological materials (for example, cell lines); computer software and databases; circuit diagrams; engineering drawings; computer chips; laboratory notebooks; prototype devices; and equipment. TRP is separate and distinct from intellectual property such as patents, copyrights, trademarks, and trade secrets, although individual items of TRP may be associated with one or more intellectual properties. Policy No. 102.36, Tangible Research Property, defines the ownership and control of TRP that is produced in the course of activities supported by the University, supported by external sponsors at the University, or produced within University facilities or with University resources or other personnel.

POLICY

All Tangible Research Property is the property of Thomas Jefferson University. While retention periods differ among sponsors and also according to the type of materials, TJU is under an Institutional Integrity Agreement with the Department of Health and Human Services through May 2003. Accordingly, TJU must maintain all documents and records relating to Sponsored Agreements for a period of four (4) years from the effective date (May 2000 - May 2004) of the Institutional Integrity Agreement, unless said TRP is subject to longer retention according to other sponsors or regulations. Circumstances requiring longer retention include litigation, claims, financial management review and audit. See also Section 2.11 of the Office of Research Administration Handbook for additional guidelines.

Investigators and administrators are responsible for knowing and complying with the record retention requirements of their sponsors. A few sponsors (the Commonwealth of Pennsylvania, for example) require longer retention of financial records.

Retention of TRP associated with a patent, patent application, or patentable invention is covered under TJU Patent Policy 102.15 and requires significantly longer retention of any TRP and associated materials. It is understood that Principal Investigators may choose to archive data notebooks for longer than the required period.

PROCEDURE

When a faculty member or staff member leaves TJU, the original TRP must be left under the jurisdiction of the Principal Investigator and/or the Department. Photocopies of said TRP are subject to approval by the Principal Investigator, Department Chair and the Office of University Counsel.

ADDITIONAL INFORMATION

See the Office of Research Administration Handbook for additional information on record retention and access to data. The following websites are also informative:

1) Link to Records

Retention - http://grants1.nih.gov/grants/policy/nihgps_2003/nihgps_Part8.htm#_Toc54600143

2) Links to Equipment

Management http://grants1.nih.gov/grants/policy/nihgps_2003/nihgps_Part8.htm#_Toc54600139 (near the bottom of this section); and

3) Link to Availability of Research

Results - http://grants1.nih.gov/grants/policy/nihgps_2003/nihgps_Part7.htm#_Toc54600131

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Review Date(s):

Responsibility for maintenance of policy: Director, Office of Research Administration

(Signature on File)

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