

3344-28-09**Retention of records.**

- (A) Sufficiently detailed documentation of inquiries that do not proceed to an investigation shall be maintained for at least seven years after the termination of the inquiry to permit later assessment of the case.
- (B) After completion of a case and all ensuing related actions, the research integrity officer will prepare a complete file, including the original records of an inquiry or investigation, and copies of all documents and other materials furnished to the research integrity officer or committees. The research integrity officer shall retain the file for seven years from the date that the university closes the case, or if the inquiry or investigation is reported to ORI, from the date that ORI completes its review of the case and all related actions. Access to materials in the file shall be available to the ORI or other authorized personnel upon request.
- (C) The respondent's permanent file shall contain a copy of the initial allegation and of the final report.

Policy Name	Retention of records
Policy Number	3344-28-09
Board Approved	3/20/2025
Effective	4/7/2025
Prior effective dates	9/13/1997, 9/17/2014