1. **POLICY:** All research records must be securely stored until disposition instructions are approved by the National Archives and Records Administration and are published in VHA’s Records Control Schedule (RCS 10-1). This includes investigator records and committee review records for basic, animal and human research.

The National Archives and Records Administration (NARA) maintains secure storage at Federal Records Centers (FRCs) of all federal records that are no longer in active use but that must be stored until destruction is allowed based on the VHA Records Control Schedule (RCS)10-1. The Seattle FRC serves the PVAMC.

a. Records will be archived at the FRC in Seattle:
   Steve Ourada, Director
   NARA’s Pacific Alaska Region
   6125 Sand Point Way NE
   Seattle, WA 98115-7999
   steven.ourada@nara.gov
   (206) 336-5143
   General Transfer Address: seattle.transfer@nara.gov
   General Reference Address: seattle.reference@nara.gov

2. **RESPONSIBILITIES AND PROCEDURES:**
   a. The Portland VA Medical Center Director is responsible for storage of all research records.
   
   b. The Associate Chief of Staff / Research and Development (ACOS /R&D) or designee is responsible for
      (1) maintaining records of all research records shipped and stored at the Seattle FRC;
      (2) completing and submitting the Standard Form (SF) 135  
      (3) completing a bill of lading and arranging for shipping to FRC in Seattle after confirmation of receipt of the SF-135;
      (4) contacting Seattle FRC with instructions for destruction of records when applicable; and
      (5) contacting Seattle FRC for record retrieval when needed.
   
   c. The Principal Investigator (PI) is responsible for
      (1) maintaining records for any closed study until it has been audited at least once during the life of the study or every 3 years, if open longer than 3 years, by the Research Compliance Officer before packing files for storage;
      (2) sending a list of human subjects or a code key, if applicable, to the ACOS/ R&D or designee at the time of IRB approved study closure;
      (3) ordering archive boxes (dimensions 12x15x10) by contacting Acquisition and Materiel Management (V4Warehouse 33027, pager *41-2231 - boxes will be delivered to the PI within five days if already in stock);
(4) packing records in properly labeled boxes according to instructions on the National Archives website: [http://www.archives.gov/frc/records-transfer.html#organize](http://www.archives.gov/frc/records-transfer.html#organize);
(5) completing a content sheet for each box that lists the PI’s name, study #, and a description or listing of the contents;
(6) delivering labeled boxes with sheet listing contents (see item e. above) to R&D Office; and
(7) contacting the Administrative Officer (AO)/R&D in the event of a need to retrieve any records.

3. **Concurrences:** Endorsed by the Research & Development Committee, 2/7/2011

4. **Follow-Up Responsibility:** ACOS, Research & Development Service (R&D)

Michael P. Davey, MD, PhD
ACOS/R&D