

Office of Research: Record Retention and Destruction Procedure

Related Tennessee Tech Policy

The retention schedule shown in the table below is from the Record Retention and Disposition policy (Policy No. 113). Retention periods and disposition requirements apply to Records regardless of format. Custodians must follow all applicable laws and external agency regulations that may supersede the retention periods in the table below.

Retention & Disposition Schedule				
Record (regardless of format)	Custodian	Retention Period	Disposition	Related RDA
research Records including steps taken and results (correspondence, project descriptions, final reports or deliverables, data, applications, contracts, invoices, asset documentation, monitoring documentation, evaluations, photographs, close-out documents, and related documentation)	Principal Investigator and Research & Economic Development	10 years after the project ends or for the duration specified by grant, whichever is longer	destroy	SW-U07: College/University Research Records
intellectual property Records: including, but not limited to trademark, copyright and patent Records, correspondence, forms, documents and materials relating to application for and granting of same	Principal Investigator, in collaboration with Research & Economic Development and/or Communications and Marketing	permanent	transfer to University Archives at end of fiscal year	SW-U05: Trademark, Copyright, Patent Records, Printed Materials, and Publications
temporary Records: copies for convenience or distribution, drafts, worksheets, routine memos, junk mail, notes, voicemails, text messages, emails; correspondence with short-term administrative value; non-university publications unrelated to Tennessee Tech.)	Office of Origin	until no longer needed	destroy	SW-16: Temporary Records

<https://www.tntech.edu/library/records-management.php>

The Office of Research primarily deals with three types of records:

- Research records for funded projects, including information related to any work done by the Institutional Review Board for the Protection of Human Subjects (IRB) or Institutional Animal Care and Use Committee (IACUC), should be retained for 10 years from the end date of the project or for the duration specified by grant, whichever is longer.
- Intellectual Property records (invention disclosures, intellectual property agreements, non-disclosure agreements) should be transferred to University Archives at the end of each fiscal year.
- Temporary records (unfunded proposals and invention disclosures for which we do not have a provisional application) should be retained for three years after the submission date or date of disclosure and then destroyed