# University Custom Retention Schedule
## All Departments / All Categories

**Schedule Number:** UA-2023-A  
**Effective January 1, 2023**

<table>
<thead>
<tr>
<th>State Record Series #</th>
<th>Previous University Record Series #</th>
<th>Record Series Title &amp; Description</th>
<th>Retention Period</th>
<th>Retention Remarks</th>
<th>Approval Date</th>
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</thead>
</table>
| 22746-A               | 287                                 | **Human Subject Research - Research involving adults**  
Including but not limited to study design information, enrollment records, consent forms, study participant data, and other study related records. | 6 Years | After the research study comes to an end and serves no additional purpose. | 1/1/2023 |
| 22746-N               | 263                                 | **Human Subject Research - Research not started**  
All study related records. | 6 Years | After the research study is abandoned.  
Note: Should not include any enrollment, consent, or data collection records; see 22746-A. | 1/1/2023 |
| 22747                 | 288                                 | **Human Subject Research - Research involving minors**  
Including but not limited to study design information, enrollment records, consent forms, study participant data, and other study related records. | 6 Years | After the research study comes to an end and serves no additional purpose.  
Note: Once the records are in retention storage, the actual retention period will be calculated based on the 6 year minimum retention requirement or 6 years after the minor reaches 18 years of age, whichever is later. | 1/1/2023 |

This schedule contains custom record series information. It will be updated as needed to provide record series information not found in the State general retention schedules. Contact UA Records-Archives to inquire about record series creation.