

Retention of research data, materials and information

Research data

Type of data	Definition	Retention time
Involving significant findings	<p>Research data created in the conduct of a research project, including clinical trials, which is of high public interest or significance to the discipline such that it has or will change a commonly held view or approach irrespective of the field in which the research is conducted. Factors that may determine significance include projects which:</p> <ul style="list-style-type: none">• are controversial,• are the subject of extensive debate,• arouse widespread scientific or other interest,• have the potential to cause major adverse impacts on the environment, society or human health,• involve eminent researchers,• involve the use of major new or innovative techniques (Queensland Government, 2019).	Research data needs to be retained permanently.
General research		Research data needs to be retained for five years minimum from thesis submission or date of publication.
Clinical trials	Research data created in the conduct of clinical trials (Queensland Government, 2019).	Adults: Research data needs to be retained for 15 years after completion of clinical research/trial and ten years after last



Type of data	Definition	Retention time
		patient service provision or medicolegal action. Children: Research data needs to be retained for 15 years after the date that the youngest participant turns 18 years old.
Gene therapy	A technique that modifies a person's genes to treat or cure disease (Food and Drug Administration, 2018).	Research data needs to be retained permanently.
From cultural and historical significance	Data under this category is tempered by the relative rarity or representativeness of the data (Queensland Government, 2013).	Research data needs to be retained permanently.
Involving significant findings	<p>Research data created in the conduct of a research project, including clinical trials, which is of high public interest or significance to the discipline such that it has or will change a commonly held view or approach irrespective of the field in which the research is conducted. Factors that may determine significance include projects which:</p> <ul style="list-style-type: none">• are controversial,• are the subject of extensive debate,• arouse widespread scientific or other interest,• have the potential to cause major adverse impacts on the environment, society or human health,• involve eminent researchers,• involve the use of major new or innovative techniques (Queensland Government, 2019).	Research data needs to be retained permanently.



Type of data	Definition	Retention time
Result in a patent	An exclusive right granted for an invention (Queensland Government, 2020).	Research data needs to be retained for seven years after expiry of the patent.

Materials & Information

Type of data	Definition	Retention time
Primary materials	Objects (physical or virtual) acquired through a process of scholarly investigation from which Research Data may be derived (UQ Research Data Management Policy, 2013).	Primary materials need to be retained for 5 years post publication, unless involving significant findings.
Consent forms and supporting documentation	This may include all participant facing documents including but not limited to information sheets, consent forms (and signed consent forms), advertising material, emails, SMS messages.	Consent forms and supporting documentation need to be retained for 15 years after the project is concluded or abandoned.
Acquisition and disposal	Records relating to the acquisition and disposal of chemicals, non-human specimens, drugs and poisons, etc. used in research activities and which are not controlled by specific regulations.	Retain for 5 years after last action.
Research projects - unsuccessful	Records relating to the formulation and or development of research projects where the application is unsuccessful. Records may include, but are not limited to: <ul style="list-style-type: none">• agreement negotiations• correspondence• preliminary data• working papers.	Retain for 2 years after last action.



Governance

Type of data	Definition	Retention time
Research risk assessment	<u>Contingency plans:</u> Contingency plans including emergency actions	Retain until superseded.
	<u>Risk assessment:</u> Records relation to risk assessment and risk management in research	Retain for 7 years after last action.