



DATE: February 23, 2018

TO: ACTG and IMPAACT Laboratories

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ACTG Laboratory Science Group
IMPAACT Laboratory Center

Subject: Document Retention Policy

****Please forward this information to the relevant laboratory personnel at your site****

The purpose of this memo is to remind laboratories about document retention policies. Each laboratory should follow its institution document retention policy, the National Institute of Allergy and Infectious Disease (NIAID) Division of AIDS (DAIDS) Storage and Retention of Clinical Research Records Policy: https://www.niaid.nih.gov/sites/default/files/Record_Retention_policyVersion2%20Final.pdf and DAIDS Source documentation requirements: <https://www.niaid.nih.gov/sites/default/files/sourcedocappndx.pdf>.

Each laboratory should:

- ensure compliance to the requirements of its institution and DAIDS policies.
- establish retention time periods that meet or exceed the requirements set forth by the sponsor and/or any applicable regulatory body.
- ensure that documents are stored in a manner that ensures privacy, confidentiality, security, and accessibility when the clinical research is being conducted and after the research is completed.

It is the expectation of the ACTG and IMPAACT Networks that each laboratory follows these guidelines to comply with applicable regulatory bodies.

Please contact the ACTG Laboratory Science group (actglaboratorycoordination@s-3.com) or IMPAACT Laboratory Center (impaact.gagc@fstf.org) if you have any questions.