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<b><i>Responsible Unit:</i></b>	Research Ethics Board
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The REC maintains a database of all REB decisions, which will be maintained indefinitely in electronic archives.

A hard copy of the REB full Board minutes will be retained for a **minimum of 25 years**.

All relevant REB hard copy files of studies will be retained by Conestoga College ITAL for a **minimum of seven years** after the study has been formally closed by the REC. The exception to this rule is studies which fall under regulations which provide otherwise, such as Health Canada regulations for clinical trials, which require hard copies to be kept for a **minimum of 25 years**.

The REB will ensure that it maintains the integrity (i.e. no additions or deletions, no amendments from the original files) of the data and files. This includes ensuring that data is kept in an accessible format. This may require the REC to transfer formats from time to time to keep pace with evolving technologies. In such cases, care must be exercised by the REB to ensure that old formats are properly destroyed so as to ensure the confidentiality and anonymity of information.

#### ACKNOWLEDGEMENT

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