**Research Records Storage Box Label (electronic)**

Research Services Use Only

**Department/Division /Service:**

**Principal Investigator:**

**Site Investigator (if applicable)      Contact Person for this Study**

**Study Title**

**Sponsor:       REB No.: CDHA-RS      Protocol No.**

**Year of Study Closure:       Date boxed for storage**

(yyyy) (yyyy/mm/dd)

**Retention Period:**

[ ] 25 years – Drug and Natural Health Products Trials

[ ]  7 years – Non-Interventional Studies and Clinical Trials that do not Involve Drugs

 or Natural Health Products

[ ]  Other – Specify number of years

**Year of Destruction:       Boxed by**

Calculate: year of study closure + retention period (e.g., 2002+25=2027 or 2011+7=2018)(Print Name)

**Box****of**

Revised May 2015

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