## Research Data Retention

<table>
<thead>
<tr>
<th>Research Data Description</th>
<th>Retention</th>
<th>Time (Years)</th>
<th>Security Classification (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research with &quot;Major&quot; outcomes</td>
<td>Retain a minimum of 5 years and then Archive</td>
<td>∞</td>
<td>Mixed</td>
</tr>
<tr>
<td>Research involving humans or animals that utilize high-risk materials.</td>
<td>Retain minimum of 50 years after date of publication, then Destroy</td>
<td>50</td>
<td>Mixed</td>
</tr>
<tr>
<td>Research with outcomes that are classed as minor, but involving clinical trials.</td>
<td>Retain minimum of 25 years after date of publication, then Destroy</td>
<td>25</td>
<td>In-Confidence</td>
</tr>
<tr>
<td>Research where the projects involve children. (&lt;18 years).</td>
<td>Retain a minimum of 7 years after publication or project completion, or the subject/s have reached 25 years of age, then Destroy</td>
<td>7-25</td>
<td>In-Confidence</td>
</tr>
<tr>
<td>All other research with outcomes that are classed as Minor</td>
<td>Retain minimum of 7 years after date of publication, or 7 years after conclusion of the project, then Destroy</td>
<td>7</td>
<td>Mixed</td>
</tr>
<tr>
<td>Dissemination of research findings to the broader community. Includes dissemination through publication of findings, presentations and general promotions of outcomes.</td>
<td>Retain minimum of 3 years after action completed, then Destroy</td>
<td>3</td>
<td>Public</td>
</tr>
<tr>
<td>Research data, analysis and results relating to short-term research projects undertaken by students for assessment purposes.</td>
<td>Retain a minimum of 12 months after the completion of the project, then Destroy</td>
<td>1</td>
<td>Mixed</td>
</tr>
</tbody>
</table>

** These security classifications are taken from Curtin University’s Information Security Policy, and in most cases won’t unequivocally match a type of Research Data as described in the WA University Sector Disposal Authority.
INFORMATION SECURITY CLASSIFICATIONS

- **Public**: Information that is publicly available and unlikely to cause harm to the University, another organisation, or an individual.

- **Internal Only**: University Information that is generally not publicly available. The release of this information to the general public could cause minor harm to the University, another organisation, or an individual.

- **X-in-Confidence**: University Information that must be kept confidential, access is on a need to know basis only. Unauthorised disclosure, modification, or destruction could reasonably be expected to: Cause harm to the University, another organisation or an individual; Provide an unfair advantage to an entity; or Violate somebody's right to privacy. The "X" is substituted to describe the subject matter (Security, Staff, Commercial, Medical, Legal or Student).

- **Protected**: University Information that must be kept strictly confidential, access to the information must be restricted to only persons who are explicitly granted access to that information. Unauthorised disclosure, modification, or destruction could reasonably be expected to cause: Serious harm to the University, another organisation or an individual; Compromise Australia’s national security; Damage Australia’s national interests, economy, stability or integrity; or Damage Australia's international relations or defence.
Glossary

**MAJOR RESEARCH** is defined as projects with outcomes that are, or become...
- of high interest,
- the subject of widespread debate or contention in the public arena
- have a major national or international significance,
- change the commonly held view or approach (paradigm shifting),
- alter or vary the typical example,
- where the principle investigator has a widely acknowledged influence in the area of scholarship
- representative case for or epitome of a subject
- projects that involve the use of major or new innovative techniques,
- have potential major or long term impact on the environment, heritage, society or human health.
- have a legislative requirement to retain the records permanently, such as research involving gene therapy & biotechnology

**RESEARCH DATA** records include information such as: Field books, Laboratory notebooks, Data matrices, Collated data, Modeling drafts, Final models, and Experiment plans

**CLINICAL TRIAL** is a form of human research designed to find out the effects of an intervention, including a treatment or diagnostic procedure. A clinical trial can involve testing a drug, a surgical procedure, other therapeutic procedures and devices, a preventive procedure, or a diagnostic device or procedure.

**HIGH RISK MATERIALS** include teratogens and carcinogens, ionising radiation or dangerous drugs.

**Reference**
Western Australian [University Sector Disposal Authority](http://policies.curtin.edu.au/): published by the WA State Records Office