



Institutional Policy and Procedure
 Date of Original P & P: 07/01/2009
 Revision No: 2
 Effective Date: 03/31/2015

Title Investigative Site – General Administration
 GA 105 Records Management, Accountability and Retention

Originator Institutional Official

Approval *J. Hollen's MD*

Attachment GA 105-E

Storage Label/Cover Sheet	Version No. 01	Effective Date: 03/31/15
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Protocol #				_____ of _____ Boxes
Investigator		Phone		_____ Files in this Box
Contact		Phone		
Date Study Completion		Contents		
Date Placed in Storage			<input type="checkbox"/> Regulatory files	
			<input type="checkbox"/> Study files	
Destruction Date			<input type="checkbox"/> Source documents	
			<input type="checkbox"/> CRFs	
Protocol #				_____ of _____ Boxes
Investigator		Phone		_____ Files in this Box
Contact		Phone		
Date Study Completion		Contents		
Date Placed in Storage			<input type="checkbox"/> Regulatory files	
			<input type="checkbox"/> Study files	
Destruction Date			<input type="checkbox"/> Source documents	

				<input type="checkbox"/> CRFs
Protocol #				___ of ___ Boxes
Investigator			Phone	
Contact			Phone	___ Files in this Box
Date Study Completion			Contents	
Date Placed in Storage			<input type="checkbox"/> Regulatory files	
			<input type="checkbox"/> Study files	
Destruction Date			<input type="checkbox"/> Source documents	
			<input type="checkbox"/> CRFs	
<hr/>				
Protocol #				___ of ___ Boxes
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Contact			Phone	___ Files in this Box
Date Study Completion			Contents	
Date Placed in Storage			<input type="checkbox"/> Regulatory files	
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			<input type="checkbox"/> CRFs	