

Recordkeeping Requirements for Research Animal Use

The IACUC Office maintains protocol records for three years past the termination date. Three years is the maximum requirement for most records, and the Principal Investigator is not required to maintain their records for longer than three years after a protocol is terminated. However, records pertaining to dogs and cats purchased for use in research by UIUC investigators have special requirements.

Research facilities such as the University of Illinois must maintain records with respect to the purchase, sale, transportation, identification, and previous ownership of live dogs and cats. Each dog and cat must have an individual USDA identification number and its own medical record. DAR performs this type of record keeping for purchased animals of regulated species.

In addition, the USDA requires annual reporting of animal use, including the numbers of animals (regulated species) used and how many have been subjected to pain and/distress, whether or not alleviated. Principal Investigators using regulated species, whether or not purchased, are expected assist in these reporting requirements by reporting their animal use in October of each year for the period October 1 through September 31. PIs will be reminded of this requirement and will be provided forms for reporting.

All records and reports pertaining to use of purchased dogs and cats shall be maintained for at least three years after the animal's final disposition. Records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and for an additional three years after completion of the activity, and for at least 3 years after the death or transfer of ownership (i.e. adoption) of dogs and cats.

All records must be available for inspection and copying by authorized APHIS or funding Federal agency representatives at reasonable times.

Records that are deemed ready for disposal should be shredded.

REFERENCES:

Animal Welfare Act 9 CFR Section 2.35(f) Recordkeeping requirements.

<http://www.gpo.gov/fdsys/pkg/CFR-2011-title9-vol1/xml/CFR-2011-title9-vol1-sec2-35.xml>)

http://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf

http://www.aphis.usda.gov/publications/animal_welfare/content/printable_version/faq_animal_dealers.pdf