



# Research Records Storage Box Label (manual)

Research Services Use Only

Zone/Department/Division /Service: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Site Investigator (if applicable): \_\_\_\_\_

Contact Person for this Study: \_\_\_\_\_

Study Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

NSHA REB No.: \_\_\_\_\_

Protocol No.: \_\_\_\_\_

Year of Study Closure: \_\_\_\_\_  
(yyyy)

Date boxed for storage \_\_\_\_\_  
(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** \_\_\_\_\_