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**Date:** Tuesday, July 5, 2022 at 3:15 PM

**To:** OFA-ANNOUNCE <ofa-announce@med.cornell.edu>, qofa@qatar-med.cornell.edu <qofa@qatar-med.cornell.edu>

**Subject:** New Research Data Retention Policies and Attestation



## ***Coming July 11<sup>th</sup>: New Research Data Retention Policies and Attestation***

**On July 11, 2022, two updated University-wide policies will come into effect for all WCM faculty, staff, and students.** This follows the release of the policies by Cornell-Ithaca in February 2022.

The policies are:

- **Policy 4.21: Research Data Retention** ([Cornell University Policy 4.21](#)) Defines the shared responsibilities of the University and researchers in collecting, retaining, securing, accessing, publishing, and sharing research data.
- **Policy 4.22 Export and Import Control Compliance** ([Cornell University Policy 4.22](#)) Sets forth the primary responsibilities related to trade compliance including international shipments, access to controlled technologies, and dealings with sanctioned entities and locations.

### **How will this affect you?**

As of July 11<sup>th</sup>, all researchers will be required to review each policy and complete an attestation confirming they understand the provisions and their related responsibilities. **To learn more and view FAQs on research data retention please view the web page [Research Data Retention at WCM](#).**

### **What do you need to do?**

1. **Read the policies.**
  - Policy 4.21: Research Data Retention ([Cornell University Policy 4.21](#))
  - Policy 4.22 Export and Import Control Compliance ([Cornell University Policy 4.22](#))
2. **Ensure you are retaining your research data correctly.** On July 11<sup>th</sup>, 2022 we will launch a new data retention tool: [WCM Institutional Data Repository for Research \(WIDRR\)](#) to help investigators archive your data.




You can begin to prepare for the new policies and launch of WIDRR by preserving your data in ways that will comply. These include WCM-supported or WCM-implemented versions of data storage tools:

- [OneDrive](#)
- [Box](#)
- [Departmental File Share](#)




- [Electronic Lab Notebook \(ELN; LabArchives\)](#)
- [Electronic Case Report Forms \(eCRFs; REDCap\)](#)
- [WCM Data Core](#)
- [Data Storage](#)
- [Data Catalog](#)
- [Research Data Repositories](#)

3. **On July 11<sup>th</sup>: Take the WCM Data Retention & Export Control Attestation.** This must be completed within 60 days of its release in the [WBG Learning Module \(LMS\)](#). The Attestation records your understanding of and agreement with the research data policies. You will receive another email with information about how to access the WCM Data Retention & Export Control Attestation.

### ITS Service Desk New York

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