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Date: Tuesday, July 5, 2022 at 3:15 PM
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Subject: New Research Data Retention Policies and Attestation

# Weill Cornell Medicine Information Technologies & Services

# *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** (<u>Cornell University Policy 4.21</u>) 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** (<u>Cornell University Policy 4.22</u>) 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** <u>Research Data Retention at WCM.</u>

## What do you need to do?

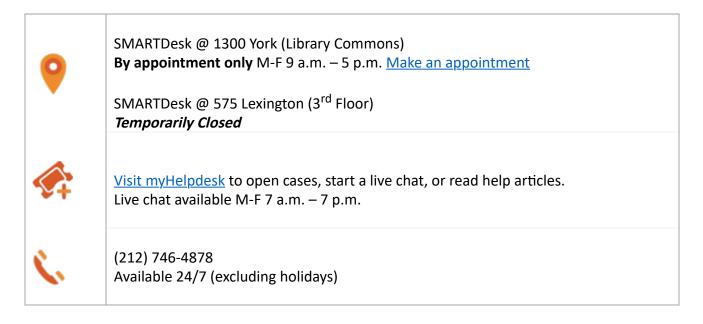
- 1. Read the policies.
  - Policy 4.21: Research Data Retention (Cornell University Policy 4.21)
  - Policy 4.22 Export and Import Control Compliance (Cornell University Policy 4.22)
- 2. Ensure you are retaining your research data correctly. On July 11<sup>th</sup>, 2022 we will launch a new data retention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

- <u>OneDrive</u>
- <u>Box</u>
- Departmental File Share

- Electronic Lab Notebook (ELN; LabArchives)
- <u>Electronic Case Report Forms (eCRFs; REDCap)</u>
- WCM Data Core
- Data Storage
- Data Catalog
- <u>Research Data Repositories</u>
- 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 <u>WBG Learning Module (LMS)</u>. 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.

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