

CARNEGIE INSTITUTION OF WASHINGTON

Statement of Accessibility of Data

During my tenure at the Carnegie Institution of Washington, all records of data and analysis obtained from research carried out during my residence, identified by the items checked below, will be located at the following address:

<input type="checkbox"/> Carnegie Institution of Washington	<input type="checkbox"/> Other
<input type="checkbox"/> Department: _____	_____
Address: _____	_____
_____	_____
ATTN: DR. _____	_____

CHECKLIST:

<input type="checkbox"/> Laboratory Notebooks	<input type="checkbox"/> Computer Files
<input type="checkbox"/> Photographs	<input type="checkbox"/> Correspondence about the research

I will inform the Department Director of any change in address in a timely way. I agree to provide any or all of the material related to my work at the Carnegie to the Department Director, upon request, for the period of time stated in the Institution's Policy on Maintenance and Accessibility of Research Data.

SIGNED: _____

Dated: _____

You will complete this form at time of your Exit Interview:
Termination Statement

I have terminated my position with the Carnegie Institution of Washington, and the following items have been left with _____.

<input type="checkbox"/> Laboratory Notebooks	Originals _____	Copies _____
<input type="checkbox"/> Computer Files	Originals _____	Copies _____
<input type="checkbox"/> Photographs	Originals _____	Copies _____
<input type="checkbox"/> Correspondence about the research	Originals _____	Copies _____

I will inform the Department Director of any change in address in a timely way. I agree to provide any or all of the material related to my work at Carnegie to the Department Director, upon request, for the period of time stated in the Institution's Policy on Maintenance and Accessibility of Research Data.

Signed: _____

Dated: _____

CARNEGIE INSTITUTION OF WASHINGTON

Policy on Maintenance and Accessibility of Research Data

The Institution has an obvious interest in the records that document the research carried out in its laboratories. Moreover, Federal regulations require that such records, when they derive from research sponsored by federal grants and contracts, be available in response to requests from the scientific community, federal agency review groups, or appropriately established committees investigating allegations of scientific misconduct. Therefore, the Institution will assure the accessibility of any such records that are kept by scientific personnel when they leave a Carnegie Department, and any such records that are left in the custody of the Department for a period of five years from the time the data were generated, with the following exceptions designed to accommodate contractual and patent requirements:

- In the case of Federal contracts, the data shall be kept and maintained for a period of six (6) years after the final report has been submitted or any litigation is concluded, whichever is later, and
- In the case of patents, the data will be maintained for a period of twenty-two (22) years from the start of the patent.

Records shall be maintained at the Departments to comply with these requirements. Scientists who wish to retain possession of such records when they leave a Carnegie Department must sign the attached form to ensure compliance with these requirements and access to these data.