

## Women's College Hospital Research Ethics Board SOP Addendum

The WCH REB has adopted the N2/CAREB REB SOPs. This SOP addendum is to be used in tandem with the N2/CAREB SOP to address any WCH specific process differences.

### SOP 303.004 Document Management

SOP Section	Addendum
5.3 Document Access, Storage and Archiving	
5.3.2 The REB records are housed securely with back-up, disaster and recovery systems in place.	REB records and documents are housed securely as per applicable system of record e.g. paper and electronic format. Paper documents do not have a back-up, disaster or recovery system in place.
5.4 Confidentiality and Document Destruction	
5.4.4 The REB will retain required records (e.g. research-related or REB administrative documents, as applicable) for a minimum of 3 years after completion/termination of the trial, or for the maximum amount of time stipulated in any applicable governing regulation(s)	The REB will retain required records (e.g. research-related or REB administrative documents, as applicable) for 5 years after completion/termination of the trial, or for the maximum amount of time stipulated in any applicable governing regulation(s)

Revision History	
Effective Date	Summary of Change
December 7, 2022	Original version
April 17, 2024	Revised to update SOP version number, reflect WCH research record retention policy, and to remove reference to Health Canada record retention length
This N2/CAREB SOP Addendum has been reviewed and approved for use by:	
Alison Williams, PhD Chair, Women's College Hospital Research Ethics Board	