1 Overview

Federal Government policies dictate that information should be stored, preserved and protected in media appropriate to the characteristics of the information - to facilitate user accountability and the length of time required to satisfy business needs.

This document describes the ResearchNet retention schedule and the procedures.

2 Retention Statement

ResearchNet will retain and manage information according to its current and historical value, while maintaining required system and capacity protocols, and consistent with the inherent costs of retention and retrieval mechanisms.

3 Retention Requirements

3.1 eSubmission Document Retention Rules

3.1.1 Completed (Submitted) Registrations/Applications

- All completed (submitted) registrations/applications and associated documents shall be deleted one (1) year after the decisions for that application have been posted.

3.1.2 Inactive (Non – Submitted / Withdrawn) Registrations/Applications

- All Inactive (withdrawn) registrations/applications and associated documents shall be deleted one (1) year after the decisions for that competition have been posted.
- All Inactive (non-submitted) registrations/applications and associated documents shall be deleted three (3) months after the competition deadline date.

3.2 ePeer Review Document Retention Rules

3.2.1 Application Reviews

All application reviews (submitted and non-submitted) and shall be deleted eighteen (18) months after the decisions for that application have been posted.

3.3 eDecison Document Retention Rules

Decision & Post Decision Documents

All Decision and Post Decision Documents (Notice of Recommendation / Decision, Review Notes, Offers, etc) shall be deleted eighteen (18) months after the decisions for that application have been posted.
4 Retention Procedures

4.1 eSubmission Documents Deletion Procedures

4.1.1 Completed (Submitted) Application Activities

4.1.1.1 One (1) year after the Notice of Decision sent date (or where not available, Notice of Recommendation) for the corresponding application; On the Completed Activities Tab, the application and associated documents will be deleted from ResearchNet.

4.1.2 Inactive (Withdrawn and Non-Submitted) Application Activities

4.1.2.1 One (1) year after the Notice of Decision sent date (or where not available, Notice of Recommendation) for the corresponding competition; On the Inactive Activities Tab, the application and associated documents for registration / application which have been withdrawn, will be deleted from ResearchNet.

4.1.2.2 Three (3) months after the Competition Deadline, all non-submitted applications and associated documents will be deleted from ResearchNet.

4.2 ePeer Review Documents Deletion Procedures

4.2.1 Application Reviews

4.2.1.1 Eighteen (18) months after the Notice of Decision sent date (or where not available, Notice of Recommendation) for the corresponding application, the submitted and non-submitted Application Reviews and associated documents will be deleted from ResearchNet.

4.3 eDecision Documentation Deletion Procedures

4.3.1 Decision & Post Decision Documents

4.3.1.1 Eighteen (18) months after the Notice of Decision sent date (or where not available, Notice of Recommendation) for the corresponding application, decision and other associated documents will be deleted from ResearchNet.

4.3.1.2 Eighteen (18) months after the Notice of Decision sent date (or where not available, Notice of Recommendation) for the corresponding application, Post Decision Documents (Offer of Award, Confirmation of Commencement, etc.) and other associated documents will be deleted from ResearchNet.