

## Center for MR Research

# Policy 1: Research Source Documents

The Center for MR Research understands the need for security and confidentiality of research source documents. All data storage devices (paper, diskettes, CD, Optical Disks, etc.) are kept in a locked cabinet to which only Center for MR Research Staff has access.

### PROCEDURE

- A. A file will be created for each human research subject (patient/healthy volunteer) participating in a 3T CMRR specific IRB. This file will contain the Center for MR Research Safety Screening Questionnaire, the original Informed Consent Form subject identification information for demographic database purposes, medical history available, TIF copies, dictated report hardcopy, payment vouchers if applicable, tracking sheet for each visit, and copies of any correspondence or notes on communication.

*NOTE: The Center for MR Research Safety Screening Questionnaire will be kept on file for all non-CMRR specific IRB studies.*

- B. The files will be kept in a locked cabinet to which only the MR Research Staff has access. Files removed from the cabinet will be tracked by the 3T CMRR Technologists such that all files may be located at any given time.
- C. A database of all research subjects will be maintained and kept secured by the Research Technologists.
- D. None of the source documents will be removed from the Center for MR Research at any time without the written consent of the Director of the Center or the IRB.

Sponsor: Director  
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