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Date: Tuesday, July 5, 2022 at 3:15 PM
To: OFA-ANNOUNCE <ofa-announce@med.cornell.edu>, qofa@qatar-med.cornell.edu <qofa@qatar-med.cornell.edu>
Subject: New Research Data Retention Policies and Attestation

Weill Cornell Medicine
Information Technologies & Services

Coming July 11th: 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** (Cornell University Policy 4.21) 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** (Cornell University Policy 4.22) 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 11th, 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 Research Data Retention at WCM.**

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 11th, 2022 we will launch a new data retention tool: WCM Institutional Data Repository for Research (WIDRR) 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:

- OneDrive
- Box
- Departmental File Share

- [Electronic Lab Notebook (ELN; LabArchives)](#)
- [Electronic Case Report Forms (eCRFs; REDCap)](#)
- [WCM Data Core](#)
- [Data Storage](#)
- [Data Catalog](#)
- [Research Data Repositories](#)

3. **On July 11th: Take the WCM Data Retention & Export Control Attestation.** This must be completed within 60 days of its release in the [WBG Learning Module (LMS).](#) 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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