

 		Northern Bukidnon State College Research Ethics Committee
REC Form No.	F-11	NOTICE OF PROTOCOL ARCHIVING
Version No.	1	
Date of Approval: December 09, 2025		
Effectivity Date: December 09, 2025		

[Your Name]

[Your Position/Role] [Your Organization] [Date]

[Recipient's Name] [Recipient's Position/Role] [Recipient's Organization]

Subject: Notification Regarding Storage of Terminated, Completed, and Inactive Research Study Files

Dear [Recipient's Name],

I am writing to inform you about the storage procedures for research study files that have been terminated, completed, or declared inactive within our organization.

To ensure compliance with regulations and maintain proper documentation, we will store terminated and completed study files separately for three years. Inactive study files, resulting from researchers failing to resubmit their proposals within three months of receiving this letter, will also be stored for three years.

During the storage period, authorized personnel will have limited access to these files, which will be securely maintained. If you have specific requirements or questions, please let us know.

Thank you for your cooperation in adhering to these procedures. Should you have any concerns or updates regarding your research study, please contact me directly.

Sincerely yours,

Name and Position