

Version 2  
(t)0.4r-1.7a n?

- Refer to [SJSU's Office of Research International Travel Guidance](#).
- Refer to [U.S. DHHS International Compilation of Human Research Standards](#).
- Refer to local resources in the country you will be visiting.

**Develop a retention plan**

- Do not confuse "research data" with "personally identifying information." Retention requirements apply to the latter.
- The CSU retention requirement for research records is a minimum of 3 years, but the IRB has ultimate authority over the retention period of PII; it can be less than 3 years in order to protect research participants.

**Understand proper methods for disposing of PII**

- Cross-cut shredding, pulverizing, or burning for paper, optical media (CDs, DVDs), and USB flash drives or thumb drives; software-based, DOD-approved, disk wiping utility for all other digital files.
- Document your process for data destruction and ensure the same for outsourced work

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