



Institutional Animal Care and Use Committee
UNIVERSITY OF GEORGIA

Policy on Official Records vs. Recordings and Notes

The Policy of The University of Georgia IACUC is that the final, approved meeting minutes and official reports of the committee, such as inspection reports, constitute the official record.

Recordings, such as recordings of meetings or videos and photographs used for inspections, and hand-written notes utilized to facilitate documentation of events into minutes and reports do not constitute official records.

Recordings and notes may be deleted once the official minutes or report is completed and approved by the IACUC. Official records are to be maintained according to the applicable regulations.