



MEMORANDUM | NOTE TO FILE

Date:

From:

Subject:

Study Title: _____

The research records for the study listed above were archived after all queries were reconciled, data analysis was completed and the study was closed with the IRB.

The records will be made available upon request and will be maintained per applicable guidelines at the address below:

Long Term Storage
Iron Mountain
7208 Euclid Avenue
Cleveland, OH 44103-4018

Signed: _____ Date: _____

First Name, Last Name
Title
Department