

## **Institutional Biosafety Committee (IBC) Policy on Access to IBC Meeting Minutes and Other Records**

- 1.0 Purpose:** The purpose of this Institutional Biosafety Committee (IBC) policy is to provide information regarding access to IBC meetings minutes and other records.
- 2.0 Scope:** This policy applies to all members of the University of Wisconsin-Madison Institutional Biosafety Committee, UW-Madison Office of Biological Safety, UW-Madison Principle Investigators, and UW-Madison employees and staff.
- 3.0 Related Documents:**
- University of Wisconsin-Madison, Office of Biological Safety (OBS) - Institutional Biosafety Committee (IBC) Handbook.
  - U.S Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Membership and Procedures, Section IV-B-2-a-(7).
- 4.0 Definitions:** Not Applicable.
- 5.0 Role(s) and Responsibilities:** Not Applicable.
- 6.0 Policy:** All documents maintained by the University of Wisconsin-Madison Institutional Biosafety Committee (IBC), including minutes from IBC meetings, research protocols, and IBC correspondence with funding agencies and regulatory agencies are considered public records under the Wisconsin Public Records law, and are available for copying or inspection by any interested member of the public upon request. The IBC will follow the procedures established by the Wisconsin Public Records law for responding to requests for IBC documents, and will redact information from IBC documents provided to the public only to the degree necessary to address significant security, privacy, or proprietary concerns.
- 7.0 Document Revision:**

Revision History		
Revision Number	Revision Date	Description of Revision
1		
2		

*Original signed & dated Policies are retained by the Office of Biological Safety*

Signature  
Professor Susan West, IBC Chair

Date  
06/23/2010