

## **Proposed Addition to Administrative Schedule 1 - New Item 27.1**

### **TECHNOLOGY TRANSFER CONFLICT OF INTEREST RECORDS**

Technology Transfer Conflict of Interest Records are records created and maintained for the purpose of identifying and avoiding employee, consultant, and organizational conflicts of interest in technology transfer activities, and to ensure that the technology transfer process is fairly applied in accordance with all applicable laws, regulations, and policies and procedures.

#### **1. Annual Certifications**

Cut off annually. Destroy 5 years after the end of the prime contract with the Department or 5 years after termination of the contract, whichever is earlier.

#### **2. Project-specific Conflict of Interest Records.**

These may include evaluation forms, review and approval forms, and mitigation plans related to a specific project.

After approval, transfer to project case file. Destroy in accordance with case file disposition.