

## R&D Inventory Checklist

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### Study Identification (Record as much information as possible)

Study Name	
R&D Reference No.	
IRAS No.	
REC or EudraCT No.	

### List of box contents

### Evidence to Archive and retention period from Sponsor

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**One study only per archive box unless the sponsor is the same then multiple studies may be archived in the same box**

**To be completed by the Research Delivery Team or record holder and placed in the archive box  
(One inventory for each box) for Quality Control check by R&D**