STANDARD POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Category:</th>
<th>Administration</th>
<th>Subject:</th>
<th>Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>8/11/05</td>
<td>Approved by:</td>
<td>/s/ Richard W. Carroll</td>
</tr>
<tr>
<td>Revision Date:</td>
<td>____________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Richard W. Carroll, Ph.D.
Executive Director
Institute for Human Development
Arizona University Center on Disabilities

Policy

It will be the policy of IHD to provide appropriate and secured storage for materials required by the university and funding agencies. As much as possible, storage shall be done electronically on network hard drive to assure automatic backups.

Procedure

1. Prior to the implementation of a project, the Project Coordinator shall ascertain from the funding agency specifically what materials will be required for storage and the number of years to be retained.

2. On an annual basis, the project shall store in bankers boxes any non-electronic materials needed to be stored. On each box, the project shall list the project title, contents, and date of destruction.

3. The project shall turn the materials to be stored to the Assistant director to make arrangements for storage.

4. Assistant Director shall have access to all network drive stored materials.