

IBC Policy on Redacting IBC Meeting Minutes

(Adopted 02/27/2014, Updated 2/16/2024)

1.0 Purpose

To describe policy for redacting the minutes of convened meetings of the University of Missouri Institutional Biosafety Committee (MU-IBC).

2.0 Scope

This policy applies to all members of the MU Institutional Biosafety Committee, MU EHS Biological Safety, MU Principal Investigators, and MU employees and staff.

3.0 Related Documents

- University of Missouri Institutional Biosafety Committee (IBC) Resource Book
- *University of Missouri Institutional Biosafety committee (IBC) Policy on Receipt and Transmission of Public Comment*
- U.S. Department of Health and Human Services, National Institutes of Health (NIH) *NIH Guidelines*
- *Conduct of Institutional Biosafety Committee (IBC) Meeting, Content of IBC Meeting Minutes and Public Transparency Expectations of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines), Frequently Asked Questions (FAQs) (April 2013)*

4.0 General Policy

The *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (NIH Guidelines) require that IBC minutes and documents be made available to the public on request (Section IV-B-2-a-(7)). Missouri's Sunshine Law (Ch. 610, RSMo) also addresses public access to University records, including IBC minutes and documents. OBA acknowledges that the protection of privacy and proprietary interests is sufficient to redact portions of minutes and Missouri's Sunshine Law also contains provisions allow closure of certain types of information. As such the University of Missouri IBC may redact, to the extent consistent with NIH guidance and Missouri's Sunshine Law, the following:

- Proprietary or private information, but must do so judiciously and consistently for all requested documents
- Trade secret information and other confidential commercial information
- Home telephone numbers and home addresses of IBC members
- Specific information whose disclosure would directly compromise institutional or national security
- Material eligible for closure under Missouri's Sunshine law