Policy Title: Sponsored Projects Record Retention
Date: February 1, 2022

Responsible Office: Office of Grants & Sponsored Programs (OGSP)
Responsible Official: Vice Provost for Research & Associate VP for Finance

1.0 Purpose

The purpose of this policy is to document the special record retention requirements for records related to sponsored projects. Please refer to University Policy 5900 for general principles and guidelines for retention of official University records.

2.0 Government Rules and Regulations

Uniform Grants Guidance 2 CFR200.334, Retention requirements for records, states that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

3.0 Policy

Records related to sponsored projects must be retained for a period of three years from the date of the submission of the final financial report to the funding agency, unless the terms of the award specifically state otherwise, or if there is a pending audit or litigation matter.

For federal awards, record retention and access are governed by 2 CFR200, sections 334-338. However, non-federal sponsors may impose a different set of standards for record retention. In those cases, it is best to refer to the agreement itself for retention requirements. In any case where the sponsoring agency's retention period is longer than that dictated by the University policy, the longer period shall apply.

4.0 Responsibilities

Faculty and business administrators are strongly encouraged to consult the Office of Grants and Sponsored Programs to determine the appropriate retention period for records related to specific sponsored projects.