

UAS GM 23: Records Retention and Disposition Schedule

University of Alaska Southeast Grants and Contracts Records Retention and Disposition Schedule					
Retention Periods are Expressed in Years Unless Otherwise Noted					
Vital	Record Title	Minimal Retention Time	Custodian/Location	Destroy After	Description/Details
	GRANTS & CONTRACTS:				As of September 20, 2016
	Grants & Contracts Files (Federal)	3 years after final expenditure report	Grants & Contracts Office	3	See Note 1, 4
	Grants & Contracts Files (State, Other)	3 years after final expenditure report or 3 years after project is completed whichever is longer.	Grants & Contracts Office	3	See Note 2, 3
	Evaluations & Recommendations of Responses	1	Principal Investigator	1	State of Alaska Grant Management Retention Schedule
	Miscellaneous Correspondence	3	Grants & Contracts Office	3	See Notes 1, 2
	Billing Files	3	Grants & Contracts Office	3	See Notes 1, 2
<p>Note 1: Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date the submission of the quarterly or annual financial report as authorized by the Federal awarding agency. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (See Title 2 CFR 200-Uniform Guidance 200.333 for complete regulation)</p>					
<p>Note 2: Consists of financial, management and any other related material that is generated subsequent to application for and/or expenditure of grants funds to an entity by a state agency. Includes the following: applications; copy of notification of grant award; agreements/contracts; special conditions; fiscal reports; correspondence; monitoring data; closeout documents; reports prepared by grant regarding status; progress, or compliance with grant agreement; and, other supporting documentation. Per AS.01.10.053 Statute of Limitations for contract cases is 3 years. Records for research sponsored by private agencies are retained for 3 years after final expenditure report unless otherwise specified in the sponsor agreement. The University will abide by the sponsor's agreement terms and conditions.</p>					
<p>Note 3: When a final report is not required by the funding agency, and when no other indicators exist, all records as described in Notes 1 and 2 shall be retained for 3 years from the date that the final payment is received from the agency or the project is completed by the University whichever is longer.</p>					
<p>Note 4: The Federal awarding agency and other duly authorized representatives should have access to and right to examine, all records books, documents, papers, or other records of recipients that pertinent to the awards, in order to make audits, examinations, Excerpts, transcripts and copies of such documents. (See Title 2 CFR 200-Uniform Guidance 200.336-200.337 for complete regulation)</p>					