Grantees are required to keep intact and accessible all financial and programmatic records, supporting documents, statistical records and other records pertinent to an award. The records retention and custodial requirements extend not only to the records of the grantee, but to those of its subgrantees, contractors and subcontractors.

In accordance with the University’s record retention policy, records must be retained for a period of seven years, unless a longer period is specified in the regulations, terms and conditions, or policy statement applicable to the award. Generally, the retention period would run from the date of submission of the final or annual expenditure report.

This policy applies to all records, regardless of format, whether they are paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes and CD-ROM), or other media, including audio or video recording. Individuals who are responsible for the retention of records are also responsible for the destruction of records following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

**NOTE:** The adoption of this policy does not relieve or otherwise affect the pre-existing obligation of any department to maintain records relating to a matter under litigation, government audit, or investigation. All such records should be preserved until the matter to which they relate has been finally resolved and University counsel has approved their disposition.

(Effective October 14, 2010)