

# BASIC GUIDE TO GRANT & RESEARCH RECORDS



University  
Records  
Management

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## RESEARCH RECORDS

### 111-101168: Research: Accounting Records

This series documents the fiscal accountability of funds during the contract or grant period. This series may include, but is not limited to: invoices and grant reports.

Retention: Retain 5 year(s) after closed

### 111-101198: Research: Contract or Grant Administration

This series documents the routine administration by the university of a contract or grant. This series may include, but is not limited to: application, award information, and reports.

Retention: Retain 5 year(s) after closed

### 111-101169: Research: Final Reports

This series documents the completion of research by a college or university employee. This series may include, but is not limited to: final scientific or research report of results.

**Disposition: Permanent, In Agency**

### 111-101170: Research: Notes, Work Papers, and Technical Data

This series documents the data collection for a program/research project conducted by a college or university employee. This series may include, but is not limited to: notes, notebooks, drawings, work papers, technical data, experimental results, statistics, findings, and conclusions.

Retention: Retain 5 year(s) after last action

### 111-200243: Research: Sponsored Programs: Effort Reports

This series documents the time spent on a research project. This series may include, but is not limited to: timesheets.

Retention: Retain 10 year(s) after end of state fiscal year

## NON-RESEARCH GRANT RECORDS

### 101-100323: Grant Records: Funded

This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.

Retention: Retain 3 year(s) after event

### 101-000183: Grant Records: Unfunded

This series documents grant proposals that did not receive funding. This series may include, but is not limited to: letter of intent, application, budget, and notification of denial.

Retention: Retain 1 year(s) after decision

### 102-012108: Grants Files

This series documents the financial administration of state and federal grant money. This series may include, but is not limited to: audit reports, budget revisions, expenditure reports and receipts.

Retention: Retain 3 year(s) after project completion

Please note that not all original records are maintained in the office or department that has been given the grant or research project. The Office of Sponsored Programs and Office of Research Development, Integrity, and Assurance are responsible for records such as IRB documentation, awarded grants, fiscal tracking, etc.