

Draft University of Alaska Grants & Contracts Interim Records Retention Schedule

Retention Periods are Expressed in Years Unless Otherwise Noted

Vital	Record Title	Minimal Retention Time	Custodian/Location	Destroy After	Description/Details
	GRANTS & CONTRACTS:				
	Grants and Contracts Files (Federal)	3 Yrs after final expend report	Grants & Contracts Office	3	See Note 1
	Grants and Contracts Files (State, Other)	3 Yrs after grant closeout	Grants & Contracts Office	3	See Note 2
	Eval & Recommendations of Responses	1	Principal Investigator	1	State of Alaska Grant Management Retention Sch
	Miscellaneous Correspondence	3	Grants & Contracts Office	3	See Notes 1, 2
	Billing Files	3	Grants & Contracts Office	3	See Notes 1, 2

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 (OMB Circular A-110).

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 09.10.053 Statute of Limitations for contract cases is 3 years. Records for research sponsored by private agencies are retained for 3 years unless otherwise specified in the sponsor agreement. The University will abide by the sponsor's agreement terms and conditions.