Grant Accounting
Audra Haddy   335-0827

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
			(CY: Current Yr)							
Gift, grant & contract files & records (post-awards)	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	Yes	No	Yes	Paper	PI, Sponsored Programs	None other than security or fire code compliance; destroy date on records in JH sub-basement
Sponsor Policies & Procedures, OMB, Circulars and FAR's	External Agency	N/A	convenience copy		No	No	No	Paper, Internet	Agency/Sponsor	Available through other sources upon request
Salary Distribution Reports & Reconciliations	Grant Accounting	3 years after submitting final expenditure report	CY + 1	Permanent	Yes	No	No	Paper	Same at the department level	Stored in Jessup Hall sub basement
Grant Accountint reports generated by ITS or through data downloads	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	Yes	No	No	Paper, server, mainframe	ITS	Back up tapes at ITS
Correspondence on numerous matters primarily relaing to G.A.O.	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	some/yes	No	Yes	Paper, PC	PI, Agency, Sponsored Programs	Info. Generated estermally may no longer be available
Individual Staff workpapers	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	some/yes	no	Some/yes	Paper, PC	No unless backed up individually	Dictated by computer file back-up procedures and /or building security and fire code compliance
Copies of filed financial reports	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	Yes	No	Yes	Paper, PC	Agency	Most financial reports are on computer files that are backed up
Copies of Accounting Documents (FMS, SGRE, TDS)	Grant Accounting	3 years after submitting final expenditure report	CY + 1	5 yrs after final reports are filed	No	No	No	Paper, Pc, fiche, mainframe	ITS	Some microfilmed, some back-up at other locations
Office Correspondence of an Official Nature	Grant Accounting	State - 3, Federal - 3	Permanent		Yes	No	No	Paper, PC	No	
Notes:										
All records are not confidential except for those pertaining to human subjects										

Effective Date: ?

		RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
DESCRIPTION	**CUSTODIAN**	**LEGAL**	**ACTIVE**	**NON-ACTIVE**				**RECORD FORMAT**	**ELSEWHERE?**	**MEASURES CURRENTLY IN PLACE?**
		(CY: Current Yr)								

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DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
Grant Accounting normally does not handle records pertaining to human subjects										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original.										
Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized.										
Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management										
of the department and that should be memorialized.										