

Record Series Identifier	Record Series Name			
7.0	RESEARCH AND SPONSORED PROGRAMS			
Record Identifier	Record Title	Custodian of Records	Retention Source Authority	Retention/Destruction Period
7.1	Administrative & Financial Records (see footnote A)			(see footnote B)
7.1.1	All financial records, documentation and reports pertinent to an award (Federal, State, Private)	Designated campus* accounting or other office	2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
7.1.2	Supporting documents and statistical records pertinent to a federal, state or private award	Designated campus accounting or other office	2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
7.1.3	Grants, contracts, and cooperative agreements including funded proposals	Campus sponsored programs office	2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Three (3) years from date of submission of the final report.
7.1.4	Unfunded pre-award files including a copy of the proposal and approvals submitted to the funding agency	Campus sponsored programs office	2 CFR 215.53/ OMB Circular A-110 - subpart C-53	Hold until proposal is awarded, rejected or withdrawn or 12 months after submission if no action from sponsor.

* Campus may be university or auxiliary office

Links: CFR (all)

**OMB A110
2 CFR
42 CFR
45 CFR
OLAW**

Footnotes

A *Footnote regarding Administrative and Financial Records-
Section 10.1*

Financial records in 10.1.1 includes all records related to expenditures (including effort certifications and cost match), revenue and cash receipts. Refer also to the CSU Retention Schedule, Section 2 regarding fiscal records.

B *Footnote regarding Retention Period (general)*

*– For federal research contracts 48 CFR 4.7 may be applicable, which requires retention for 3-years after final payment is received.
– If sponsor guidelines require a different retention period, the longer retention requirement shall prevail.
– If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
– Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
– When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.*