

RESOURCE L: RETENTION OF RECORDS TABLE

Purpose:

To aid the Reviewer in understanding the various record retention requirements. Please review [2 CFR 200.333 to 200.337](#) for full description of record retention requirements. See [Objective 2.g: Records Management](#).

RETENTION OF RECORDS

Retention and Access Requirements for Records				
What records are affected?	All grant recipient and subrecipient financial & programmatic records, supporting documents, or other records required by program regulations, grant agreement, or reasonably considered pertinent to program regulations or grant agreement.		What records are <u>not</u> affected?	Records maintained by contractors or subcontractors, unless required in contract.
	<p>However, to avoid duplication, an awarding agency can make special arrangements with grant recipients to maintain records that are of joint use and may transfer the records to its custody when it determines them to be of long term retention value.</p>			
Length of retention period	3 years from the date of submission of the final expenditure report.	Or, until any litigation, claim, negotiation, audit, or other action involving the records, which was started before the end of the 3-year period is resolved – such actions never to reduce the period to less than 3 years.		
Start date of retention period	<p>General: For grant support continued or renewed quarterly, retention period starts on the day grant recipient submits its expenditure report for the last quarter of the Federal fiscal year.</p> <p>For any other period of funding, retention period begins on the day grant recipient or subgrant recipient submits its single or last expenditure report for the period. If report is waived, retention period starts on what would have been report due date.</p>	<p>For real property & equipment: Retention period starts from the date of disposition replacement, or transfer at the direction of the awarding agency.</p>	<p>For income earned post-grant: When required, begins from the end of grant recipient's fiscal year in which the income is earned.</p>	<p>For indirect cost rate computations or proposals, cost allocation plans or similar computations of rate per group, period starts from the date of submission to Federal government for negotiation of rate. If not submitted for negotiation, period starts from the end of the fiscal year or other accounting period covered by the proposal, plan, or computation.</p>
Acceptable forms for records	In addition to original records, microfilm, photocopy, or similar methods are acceptable. In accordance with the May 2013 Executive Order on Making Open and Machine Readable the New Default for Government Information, the Federal awarding agency and the grant recipient should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper.			