

## USP Records Retention Cheat Sheet

### Grant Records

<u>Grant Files:</u> Evaluation and award information (correspondence, budgets, grant letter, grant extension/renewal)	Retain for 3 years after close of grant
<u>Final Grant Products:</u> Grantee proposal, docket materials, narrative and financial reports, key correspondence (make sure all materials are loaded to grant record in Grant Tracker)	Retain permanently; send to off-site storage – If the same final grant products have already been uploaded to Grant Tracker, the duplicate copies <b>should not</b> be sent to off-site storage, particularly for grants awarded in 2007 and beyond.
<u>Declined Grant Applications:</u> Inquiries, applications, proposals, correspondence	Destroy after one year from decision to decline

### Administrative Records

Record	Retention
<u>Contracts:</u> Consultancy contracts, related correspondence (hard copy)	Keep for 6 years after termination, cancellation or expiration of contract, then destroy
<u>Competitive Procurement &amp; Bid Records:</u> RFPs, bids, comparison summaries, vendor correspondence (original version, electronic or hard copy)	Keep for 6 years after termination of event term
<u>Board Records:</u> Board books, resolutions, reports, correspondence (hard copies with original signatures)	Retain permanently; send to off-site storage [Note that <u>original</u> governance materials (e.g., appointments / resignations of OSI Board Members, agendas and minutes of OSI Board Meetings, OSI Board Resolutions) are retained by the General Counsel's Office / Outside Counsel. Other Board records should be retained by the originating department - USP]. Duplicate copies should be retained only for convenience or reference purposes until no longer needed.
<u>Budgets:</u> Departmental budgets, strategy papers, supporting correspondence (electronic unless there are signatures)	Retain permanently; send to off-site storage

<p><u>Directives:</u> Mission statements; policies, procedures, and guidelines; program announcements (make sure documents are dated)</p>	Retain until superseded; send to off-site storage
<p><u>Events/Conference/Workshop Files:</u> Announcements, agendas &amp; schedules, handouts generated by OSF, presentation materials, resulting reports, minutes, news clippings, transcripts of recordings, photographs</p>	Retain permanently; send to off-site storage
<p><u>Institutional Speeches, Presentations, Statements and Interview Records:</u> Only recorded information (transcribed speeches, presentations, or media interviews)</p>	Retain permanently; send to off-site storage
<p><u>Departmental Publications:</u> Program-specific publications (e.g. written by department staff, or about an OSF program) – send two copies of program-specific publications to the Open Society Archives in Budapest at time of publication)</p>	Retain permanently; send to off-site storage
<p><u>Departmental Project/Subject Files:</u> Records of day-to-day activities, programmatic correspondence, trip reports, itineraries, etc.</p>	Retain until no longer needed