VASSAR COLLEGE POLICY ON
Records Retention for Documents related to Federal Grants, Contracts, and Awards

Official grant records must be maintained in Workday and/or electronic format (pdf files) in the
Grants Office shared drive as follows:

REJECTED PROPOSALS, PROPOSALS NOT FUNDED, WITHDRAWN PROPOSALS, NOT ACCEPTED GRANT PROPOSALS
These are considered nonrecords and should be retained only until their usefulness has passed.

GRANT FOLDERS: AWARDED FEDERAL AND NON-FEDERAL
Records include proposals, awards, budgets, subaward agreements, and other documentation
related to the administration of federal grants. Also included are all reports, forms, and
documentation related to Payroll Compensation Confirmation reports, as well as reports and
supplemental information for verification of grants and contracts.
Retention Time Period
Original: Date of sponsor approval of last technical AND financial report + 3 years.

RESEARCH INTEGRITY RECORDS
These records document all activities related to identifying and ameliorating conflicts of interest,
as well as activities related to protecting and assuring compliance under the laws and policies
that protect the rights and welfare of human and animal subjects used in research (IRB and
IACUC approvals).
Retention Time Period
Original: Date of approval of last financial report and close of grant + 3 years.

FINANCIAL RECORDS PERTINENT TO AN AWARD (FEDERAL, STATE AND
PRIVATE)
Vassar College maintains financial records and supporting documentation for Federal awards in
accordance with the Federal Office of Budget and Management Uniform Guidance (OMB
Uniform Guidance) and in Workday.
Retention Time Period
Date of approval of last financial report and close of grant + 6 years, OR the period stated in the
award document, whichever is longer.

ALLOCATIONS
Records include all documentation used to verify the fringe, indirect cost, and Facilities
and Administration (F&A) allocation processes for grants.
Retention Time Period
Original: Date of approval of last financial report and close of grant + 3 years.

LINE OF CREDIT: DRAWDOWN INFORMATION
Records include all documentation used to determine draw amounts against federal grants’
Letters of Credit (LOC).
Retention Time Period
Original: Date of approval of last financial report and close of grant + 3 years, thereafter destroy.
FACILITIES AND ADMINISTRATION (F&A) COST RATE PROPOSALS

Records include rate proposals, cost allocation plans, and computations.

Retention Time Period

Original: End date of associated negotiated cost rate agreement + 3 years.

*Note:* If any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving a record has been initiated before the expiration of the retention period, the record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.