

Record Retention for Sponsored Programs

As the recipient of sponsored funds, the University is responsible for ensuring that Sponsored Program records are maintained in compliance with sponsor, University, State and Federal regulations. This includes but is not limited to Uniform Guidance ([2 CFR 200.334](#)) and University's [Retention of Records Policy \(218.0\)](#). The Office of Sponsored Programs (OSP) requires all financial records, supporting documents, statistical records, and other records related to sponsored projects to follow the Retention of Records Policy or the sponsor's retention schedule, whichever is longer.

As outlined in the Retention of Records policy, the University adheres to all applicable regulations related to sponsored program record retention. The University retains all sponsored program records for a period of five (5) years from the date of submission of the final financial report as recorded in Workday, unless the retention period is extended for reasons such as the following:

- Sponsor regulations or specific award terms and conditions require a record retention period of greater than five (5) years
- The sponsor directs the University in writing to apply a record retention period of greater than five (5) years
- If any litigation, claim, or audit is started before the expiration of the five (5) year retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken