

Office of Research Administration Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Accrual Journals	Hold 3 years after financial closeout, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5979
Budget Revision Files	Hold 3 years, then dispose. Audit must have been released 3 years prior to disposal.	Public.	5983
Grant Deposit Payment Files	Hold 3 years after the close of the fiscal year, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5977
Master Agreements	Hold 5 years after agreement expiration, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5981
National Science Foundation Surveys	Hold 10 years after close of fiscal year of creation, then dispose. Audit must have been released 3 years prior to disposal.	Public.	5984
Salary Recovery Files	Hold 3 years after the close of the grant or the fiscal year, whichever is longer, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5978

Subcontractor Audit Reports	Hold 3 years after project closure, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5982
Time and Effort Journals	Hold 10 years after financial closeout date, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5985