

**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**REJECTED PROPOSALS, PROPOSALS NOT FUNDED, WITHDRAWN PROPOSALS,  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.