

KEAN UNIVERSITY

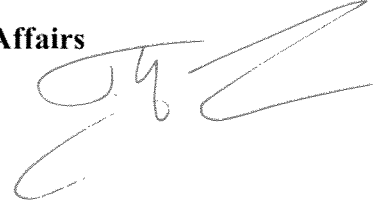
OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Policy Name: **Records Retention Policy for Internally and Externally funded Grants and Contracts.**

Approval Authority: **Office of Vice President, Academic Affairs**

Originally Issued: **March 16, 2011**

Revised/Updated: **October 25, 2012**



1. Policy Statement

Pursuant to the records and retention policy established by the State of New Jersey for four year colleges, this document establishes a policy for Kean University for records retention with regard to grants and contracts whether they are awarded internally or externally. This policy is in accordance with the state government, and federal government codes, statutes, and regulations.

2. Reason/Purpose for Policy

This document describes University policy with regard to records retention for internally and externally funded grants and contracts.

3. Policy Applies To

This policy applies to the Office of Research and Sponsored Programs (ORSP), General Accounting, Grants Accounting, Budget Office, Student Financial Services and any other unit providing services for externally and internally funded grants and contracts.

4. Related Documents

State of New Jersey Records Retention Schedule

5. Contacts

- A. Office of Research and Sponsored Programs
- B. Vice President, Academic Affairs

6. The Policy

The University requires that records be retained in accordance with the table below:

<i>Record Title and Description</i>	<i>Length of Retention</i>	<i>Unit Retained In</i>	<i>Disposition</i>
Financial Aid Files (Grants and Scholarships approved and awarded through ORSP)	7 years after termination of the grant agreement. Files will then be destroyed.	Student Financial Services, PD/PI	Destroy
Financial Aid Files (Grants and Scholarships submitted by ORSP and not awarded)	3 years	Student Financial Services, PD/PI	Destroy
State, Federal and Private Grant File (including program file for grant proposal and implementation. Containing but not limited to: correspondence, grant award, request for cost center establishment, faculty pay, reporting, and other supporting documentation)	7 years after termination of the grant	ORSP	Destroy
State, Federal and Private Grant File – Funded	7 years after termination of the grant	ORSP/Grants Accounting	Destroy
State, Federal and Private Grant File – Unfunded	3 years	ORSP	Destroy
Purchase Orders	7 years after termination of the grant	Purchasing	Destroy
Budget Revision	7 years after termination of the grant	Budget Office/ORSP	Destroy

<i>Record Title and Description</i>	<i>Length of Retention</i>	<i>Unit Retained In</i>	<i>Disposition</i>
Check Request Form	7 years after termination of the grant	General Accounting	Destroy
Contracts and Amendments	7 years after termination of the grant	ORSP/Grants Accounting	Destroy
Journal Entries	7 years after termination of the grant	ORSP/Grants Accounting	Destroy
Invoices	7 years after termination of the grant	General Accounting	Destroy
Budget Entries	7 years after termination of the grant	Budget Office/ORSP	Destroy
Travel documents	7 years after termination of the grant	General Accounting/ORSP	Destroy
Time and Effort Reporting	7 years after termination of the grant	ORSP	Destroy