

Grant Documentation Retention

Once a federal, state or private grant has been closed and the final financial report has been sent to the granting agency, the grant documentation will be retained in the Grants Accounting Manager's office for a period of four years. After the period of four years the grant documentation will be shredded.

The only exception to this rule will be if the grant is still under audit, litigation or claim. The documentation will not be shredded until the audit, litigation or claim on the grant is completed and all final action taken.

When a grant is closed, the Grants Accounting Specialist will write the date the grant was closed, the date the final financial report was sent and a "shred after" date, on the front of the grant folder. The shred date will be four years from the date of the final financial report.

Each December, the Grants Accounting Manager will pull all grant folders to be shredded and give them to the Grants Accounting Specialist. The Grants Accounting Specialist will update the grants database by entering the shred date in the appropriate column on the database. Once the database is updated, the Grants Accounting Specialist will e-mail the Grants Accounting Manager and the Director of Accounting to let them know which grants will be shredded that particular year. At this point the Grants Accounting Manager, the Grants Accounting Specialist and the Director of Accounting will purge their electronic grant folders, and the Grants Accounting Specialist will be responsible for shredding the grant documentation/folder.

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