

Operating Procedure – Record Retention for Federal and Non-Federal Awards

Federal Awards:

Records should be maintained per the record retention policy in Subpart D 200.333 of the Uniform Guidance: “Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **three years** from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of subrecipient.”

See Uniform Guidance Subpart D 200.333 for more details and exceptions to this requirement.

Non-Federal Awards:

Records should be maintained per the guidance of the sponsoring agency.

Refer to the **Retention Schedule** on Sponsored Programs Accounting website for a detailed list of documents subject to this procedure.

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