

Record Retention for Externally Funded Projects	Medium
Sponsored Programs Accounting Responsible person: Denise Peeples, Director Awards Modification Invoices Financial Reports Time and Effort Internal Journal Vouchers Master Agreements	Electronic copy in Extender Electronic copy in Extender Electronic copy in Extender Electronic copy in Extender Electronic copy in Extender Electronic copy in Extender Electronic copy in Extender
Office of Payroll and Budget Responsible person: June Dempsey, Director Employment Action Form Job Labor Redistribution Form W-4	Paper Copy Electronic copy in Extender Electronic copy in Extender
Human Resources Management Responsible person: Judy Spencer, Chief Human Resources Officer Refer to Mississippi State University Department of Human Resources Management Records Management and Security Policy and Procedures http://www.policies.msstate.edu/policypdfs/60109.pdf	
Department of Procurement and Contracts Responsible person: Don Buffum, Director Requisition, Quotes, Purchase Orders, Vendor Invoice Bid Files	Paper copies 6th floor or storage Effective July 1, 2018, electronic copy Paper copies 6th floor or storage
Travel Department Responsible person: Sharon Carr, Manager Travel form and applicable documentation per Travel Policy	Paper copies 6th floor or storage Electronic copy in Concur for pilot group
Receiving and Property Control Department Responsible person: Sharon Hamlin, Property Officer Real property and Equipment	Electronic or paper copy
Office of Sponsored Projects Responsible person: Kevin Enroth, Director Patent Reports Inventory Reports Close Out Forms (required by sponsor)	Electronic copy in SPA Extender Electronic copy in SPA Extender Electronic copy in SPA Extender
Office of Research Security Responsible person: Deana Card, Director Export Control Technology Control Plans, NdAs & Training Records	Electronic & Paper
Office of Research Compliance Responsible person: Kacey Strickland, Director Human and Animal Subject Compliance Financial Disclosure forms	myProtocol software Electronic copy in Xtender(PHS-funded Awards)
Office of Environmental Health and Safety Responsible person: Michael Parsons, Director Environmental Health and Study Hazardous waste disposals (manifests) Personnel dosimetry & radiation exposure reports Radioactive waste disposals (manifests) Analytical X-ray & electron microscope registrations Radiation detectors & survey meter calibrations Biological safety cabinet (BSC) certifications	Paper copies 244 Magruder Paper copies Rm 2 Dorman Hall Paper copies 244 Magruder Paper copies 244 Magruder Paper copies 244 Magruder Electronic copies on J Drive
Departments Interim Technical/Progress Reports Final Technical/Progress Reports	Paper Copy or Electronic maintained by Principle Investigator