

## Record Retention: Project Administration Records

**Effective Date:** March 22, 2022  
**Function:** Sponsored Programs Administration  
**Contact:** [RFCOSponsoredPrograms@rfsuny.org](mailto:RFCOSponsoredPrograms@rfsuny.org)

### Basis for Schedule

The purpose of this schedule is to ensure an efficient and uniform systematic control of record keeping and destruction related to sponsored agreements consistent with the RF [Records Management Policy](#).

### Schedule Summary<sup>1</sup>

The table below identifies the minimum legal and corporate requirements for paper and/or data records applicable to sponsored project administration<sup>2</sup>. If a sponsor requires records to be retained for a longer period than required by this schedule, the sponsor's requirements take precedence and must be followed.

Record Type	Office Record	Retention Period	Justification
Award Billing Files	Decentralized operating locations, and Central Office on behalf of centralized locations	6 years after award closed date	RF Corporate Business Practice
Award Correspondence Files (includes financial reports)	Decentralized operating locations, and central office on behalf of centralized locations	6 years after award closed date	RF Corporate Business Practice
Grant Agreements, Prime Contract Files, Subcontracts, Lease Agreements, Consultant Agreements	Decentralized operating locations, and central office on behalf of centralized locations	6 years after award closed date	RF Corporate Business Practice
Cost Sharing by Grant Report  Legacy - RPADD301	N/A	6 years after award closed date	RF Corporate Business Practice

<sup>1</sup> For questions regarding the appropriate retention for any record type not included in the schedule above please contact the Office of Compliance Services at [RFCompliance@rfsuny.org](mailto:RFCompliance@rfsuny.org).

<sup>2</sup> Industry sponsored Agreements that contain language related to the development or

commercialization of intellectual property, including the ownership, transfer, or assignment thereof should be retained pursuant to the Technology Transfer Retention Schedule. Any questions regarding the applicability of an agreement type to this schedule should be directed to RF's Office of Industry and External Affairs at [innovationandpartnerships@rfsuny.org](mailto:innovationandpartnerships@rfsuny.org)

## Definitions

*Record(s)* - any information kept, held, filed, produced, or reproduced in any form whatsoever, including electronic, by or on behalf of the Research Foundation or Research Foundation employees, in their capacity as employees of the Research Foundation. Records include, but are not limited to: reports; statements; examinations; memoranda; opinions; folders; files; books; manuals; pamphlets; forms; papers; designs; drawings; maps; photos; letters; microfilms; computer tapes or discs; rules; and regulations or codes, in connection with the transaction of Research Foundation business.

## Related Information

[Records Management Policy](#)

[Record Retention: Technology Transfer Records](#)

[Record Retention: Destruction of Records Guideline](#)

## Change History

Date	Summary of Change
March 22, 2022	Removed references to Technology Transfer Records (now a separate schedule) and updated the schedule in new format to clarify retention requirements.
April 7, 2006	Replaced paragraphs of "Technology Transfer Documents" and "Patent Records, Includes Patents, Applications, Agreements" under "Office of Record" to clarify wording and remove the "decentralized" terminology.
March 21, 2006	Replaced first paragraph of "Technology Transfer Documents" under "Office of Record" to remove the phrase, "decentralized campus technology transfer office."
November 14, 2001	Replaces "Requirements for Project Administration" table in previously issued "Record Retention Guidelines."