

## CSUEB Record Retention Policy

August 2015

### Purpose

In conformance with Executive Order 1031 and Federal regulations records pertinent to Federal and Non-Federal awards must be retained as follows:

### Scope

**For Federal awards,** - 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 a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are those indicated in 2 CFR 200.333.

**Non-Federal awards** for a period of three years after completion of project and award has been closed out. Additional guidance from Chancellors Office Executive Order 1031 is applicable along with available disposition schedule.

### Disposition

Each campus must ensure that appropriate campus department(s) implements the records/information retention and disposition schedules for that area, including designating official campus custodian(s) for each type of record. Records/information custodians are responsible for controlling the administration of records/information in all media forms and for valuing such records/information in accordance with retention authority requirements. The retention and disposition of records/information are to conform to standards set forth within retention and disposition schedules issued in conjunction with this executive order.

### Roles and Responsibilities

ORSP will maintain records of disposition schedules for all sponsored projects and work with the appropriate campus departments to dispose of records in accordance with this policy.