

Operating Procedure – Record Retention for Sponsored Programs

Per the terms of the award we are to retain records three or five years, so retain as indicated below:

Award File - seven years
Journal Vouchers – five years
Financial reports – five year

The record retention period begins when the fund is closed/terminated in Banner.

Per the terms of the award, a sponsor has access to all records regarding the award.

For fiscal year starting 2012, award files, journal vouchers and financial reports are scanned to Extender and retained per the terms of the award.

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Last update: Mary 24, 2017