

Finance & Operations Policy FO-ORA-05
Records and Retention Policy

Sam Houston State University (SHSU) will retain sponsored research awarded project records in accordance with the Uniform Guidance, University policy or the sponsoring agency's requirement for retaining records, whichever is greater.

Reviewed by: TSUS – (03/20/2013)
Cabinet - (01/22/2013)
Susan Hurley – Research Administration Manager (7/23/18)
Amanda Withers, Controller (7/23/18)

Next Review: As needed

PROCEDURES TO POLICY FO-ORA-05

Current Sponsored Projects:

1. During the life of the grant all project records will be maintained by the Office of Research and Administration in a manner that identifies records by grant identification.
2. All post award documents directly related to the grant will be properly filed regularly (hard copy or electronically) and readily accessible for review.

Financially Closed Sponsored Projects:

3. Records include, but may not be limited to financial records, supporting documents, statistical records, technical reports, and all other records and documents pertinent to a sponsored award.
4. Financially closed sponsored research records will be retained by the Office of Research Administration electronically, for the period required by the sponsoring agency , Uniform Guidance or University policy, whichever is greater.
5. If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audits findings involving the records have been resolved and final actions taken.