Records Retention
For Sponsored Projects at UTK
Confused by records retention?

• Is it mostly related to Federally funded projects
• Mostly related to private funded projects
• Retention policy?
• Is there a certain section relating to sponsored projects in the policy?
UT Policy FI0120

Page 13, of this policy begins the retention timeframes related to research requirements.

Who: Department

What: Sponsored Project Files (Original Documentation to Support Costs) [includes: effort certification documentation, invoices to vendors, payroll activity, transfer vouchers, cash receipts, cost sharing documentation, budget activity, travel, procurement card activity, journal vouchers, petty cash, purchase requisitions, etc]

For How Long: 6 years after termination and review by sponsor or by the contract clause
Uniform Guidance 200.333

Requires records pertaining to a Federal award to be retained for a period of three years from the date of submission of the final financial report.
So, What Does This All Mean?

If you have a sponsored project, Federally funded, you must retain it for 6 years by UT policy OR three years after the submission and receipt of the FFR with the agency. (Whichever is longer.)

This is not from the date you submit the SFC to SPA.

If we are contacted by an agency for an audit during the retention timeframe, then the records can not be destroyed until the audit has been completed! (DOE Audit Example)

For sponsored projects that are privately funded, follow UT’s retention policy or any retention clause in the agreement, again whichever is longer.

Digital storage is an acceptable form of retention under UG, as long as, the support is subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.