

## SPONSORED PROJECTS RECORD RETENTION SCHEDULE QUICK REFERENCE GUIDE

Guidance on record retention is outlined in several record retention schedules referenced in multiple ASU policy manuals. The retention schedule applicable to sponsored projects records is detailed in [Schedule Number 999-15-20](#) and has been summarized in the quick reference table below:

**Sponsored Projects Records Retention Table**

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Record Type	Record Custodian			Sponsor Type	Sponsored Retention Period
	Principal Investigator	Unit	Research Operations		
Sponsored research records: Lab notebooks, research data, technical reports, et al.	X			All	Governed by 'the standards of a faculty member's respective discipline'; must minimally meet requirement for sponsor type if award-specific
Sponsored award purchasing card transaction records		X		All	5 Years after submission of the final project financial report
Sponsored award records (other than agreements, modifications, and purchasing card transactions) directly associated with unique sponsored awards. <sup>1</sup>		X	X	Federal	3 Years after the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, 3 years from the date of submission of the quarterly or annual financial report
				State	5 Years after award end date
				Other (Non-Federal, Non-State)	3 Years after award end date
Sponsored research records not directly associated with unique sponsored awards, i.e., records not individually identifiable with a single award <sup>2</sup>		X	X	N/A	3 Years after fiscal year created or received
Sponsored award agreements and modifications			X	All	33 Years after award end date

More information can be found on the [Research Administration website](#). A detailed review of record retention policies and governance can be found in the [Research Academy](#) RA and Research Ops seminar, [Sponsored Projects Record Retention Schedule](#).

Guidance on Records Management at Arizona State University, including access to all University retention schedules can be found on the [University Archives](#) site.