

Simmons University Archives

# Simmons University: Retention Schedule for Research Records

October 2019 Revision



Simmons University Archives  
10/30/2019

# RESEARCH RECORDS

## Externally Funded Grant Proposals

These records document externally funded grant proposals. These records may include but are not limited to: applications; grant proposal narratives; budget; letters of support; notifications of award; contract and agreements; correspondence; progress and final reports.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	3 Years from submission of final reports <i>(unless otherwise required by granting agency)</i>	Confidential Destruction
<b>Unofficial Copy</b>	All others	3 Years from submission of final reports <i>(unless otherwise required by granting agency)</i>	Confidential Destruction

## Externally funded Grant Accounting Records

These records document the financial administration for all externally funded grants.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Comptroller's Office (Grants Accountant)	3 Years from submission of final reports <i>(unless otherwise required by granting agency)</i>	Confidential Destruction
<b>Unofficial Copy</b>	All others	3 Years from submission of final reports <i>(unless otherwise required by granting agency)</i>	Confidential Destruction

## Internally Funded Grant Proposals and Accounting Records

These records document internally funded grant proposals. These records may include but are not limited to: applications; grant proposal narratives; budget; letters of support; notifications of award; correspondence; progress and final reports.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	6 Years from submission of final reports	Confidential Destruction
<b>Unofficial Copy</b>	All others	6 Years from submission of final reports	Confidential Destruction

## Unfunded External Grant Proposal Records

These records document unfunded grant proposals from external funding sources. These records may include but are not limited to: applications; grant proposal narratives; budget; letters of support; notifications of rejection.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	2 Years from proposal submission	Confidential Destruction
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Unfunded Internal Grant Proposal Records

These records document unfunded grant proposals from internal funding sources. These records may include but are not limited to: applications; grant proposal narratives; budget; letters of support; notifications of rejection.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	Until issuance of rejection notice	Confidential Destruction
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Institutional Review Board (IRB) Records

These records document the activities of the IRB Committee and projects which involve human subjects and are comprised of aggregated information including, but not limited to, meeting minutes, IRB protocols and approvals as well as all relevant communications.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy of Meeting Minutes</b>	Office of Sponsored Programs	Permanent	Transfer to University Archives at end of active use
<b>Official Copy of Protocols and Approvals</b>	Office of Sponsored Programs	3 Years from end of study	Confidential Destruction
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Office of Sponsored Programs Annual Reports

These records document the activities of the Office of Sponsored Programs and are comprised of aggregated information including, but not limited to, a listing of grants applied for and received by University faculty and administration and administered by the Office of Sponsored Programs.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of Sponsored Programs	Permanent	Transfer to University Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

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