

WELLESLEY COLLEGE
FINANCE AND ADMINISTRATION

Retention Schedule for Externally Sponsored Projects (Grant) Records

This retention schedule is developed in accordance with [Wellesley College Records Management Policy](#). Documents and records relating to proposals and sponsored projects must be retained according to Wellesley College guidelines. However, various sponsoring agencies may also have their own records retention guidelines and requirements. These requirements are often defined within the award documents, contract agreement or may be found through other sponsor reference sources, such as a sponsor website. When the defined retention periods or policies for a specific sponsor or a specific sponsored project conflict with the retention schedule defined in this document, the longer retention period takes precedence. *This schedule is approved by the Vice President for Finance and Administration to be effective on August 1, 2017.*

Funded Proposals

These records document funded proposals for externally sponsored projects. These records may include but are not limited to routing forms; proposal narratives; budgets; letters of support; applications; notifications of award; contracts and agreements; contract or agreement modifications; subcontracts; correspondence; progress and final reports.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Sponsored Research	Permanent	Transfer to College Archives 3 years after date of final financial report
Unofficial Copy	All others	As needed	Confidential Destruction

Grant and Contract Accounting Records

These records document the financial administration for all externally sponsored projects. These records may include but are not limited to invoices to sponsors, cash receipts, project budget revisions, financial reports, journal entries with supporting documentation, effort reports, and related documentation and correspondence. The Controller's Office may also have use copies of proposals, awards, and sub-contracts.

	Record Holder	Retention Period	Disposition
Official Copy	Controller's Office	3 years after date of final financial report	Confidential Destruction
Unofficial Copy	All others	As needed, but no longer than the official copy	Confidential Destruction



Unfunded Proposal Records

These records document unfunded proposals. These records may include but are not limited to routing forms; proposal narratives; budgets; letters of support; applications; and notifications of rejection.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Sponsored Research	3 years after date of submission	Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction