

University of Alaska
Federal, State, and Local Contracts
Retention and Disposition Schedule

Last Updated: May 4th, 2021
Next Review Date: May 4th, 2022

See the bottom of this document for additional notes, definitions, and rules of application.

RESEARCH ADMINISTRATION

Office of Vice Chancellor for Research and Research Related Offices

Category	Category Description	Document Type	Disposition Method <i>To safeguard the privacy of individuals, documents that contain salary information must be shredded, incinerated, or otherwise disposed of securely.</i>	Primary Regulatory Source/Related Authority	Responsible Unit (Official Copy)	Other Copies	Retention Period, Legal and Audit Requirements When requirements for long-term retention of records overlap, the responsible office should retain records for the maximum period needed to meet legal and audit requirements. In special cases retention times may be extended by request of the central offices.
Pending/Unfunded Proposals	## months after proposed project end date. If a resubmission is anticipated, 6 months after the proposed project end date of the revised proposal. Records document grant proposals developed by institutional units which have not been funded. This series may include but is not limited to supporting statistics; demographic data; draft proposals; suggested revisions; final proposals; and related documentation and correspondence.	Paper & Electronic Documents	Shred / Delete		OGCA		## months after proposed project end date. If a resubmission is anticipated, 6 months after the proposed project end date of the revised proposal.
Applications for Grants/Contracts - Denied	A record of proposals that have been denied funding. May include Proposal for Grant or Contract, Request for Approval of Application for Grant or Contract, correspondence, notes, project/planning files, etc.		Shred / Delete		Office of Grants and Contracts Administration	College/School or Department	Official Copy: 1 year after end of month in which denial letter is received Other Copy: 1 year after end of month in which denial letter is received
Applications for Grants/Contracts - Not Confirmed	A record of grant and contract proposals for which no award decision has been made by a funding agency. May include Proposal for Grant or Contract, Request for Approval of Application for Grant or Contract, correspondence, notes, etc.		Shred / Delete		Office of Grants and Contracts Administration	College/School or Department	Official Copy: 3 years after date of GC-1 receipt. Other Copy: 2 years after submittal
Administration Records (Grants, Cooperative Agreements, other Financial Assistance Agreements)- Awarded. Sponsored Projects Agreements Records document the life cycle of sponsored projects: including proposal and submission actions, agreement negotiations, awarding of funding or execution of agreements, issuances of subcontracts or sub-awards, ongoing administration, and termination and close-outs of the agreements. This group of records follows the administration and non-financial reporting activities surrounding sponsored projects. (Records that document the financial aspects of sponsored projects, and research misconduct or false claims investigative activities are not included in this part of the UA Records Retention Schedule. These records found in all media (paper,							

