

Office of Research Administration Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Accrual Journals (State Funded)	Hold records three (3) years after audit, then dispose.	Restricted.	G131
Accrual Journals (Federal and Non-State Funding)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Restricted.	G132
Budget Revision Files (State Funded)	Hold records three (3) years after audit, then dispose.	Public.	G131
Budget Revision Files (Federal and Non-State Funded)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Public.	G132
Master Agreements	Hold 5 years after agreement expiration, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G158 & G159
National Science Foundation Surveys	Hold 10 years after close of fiscal year of creation, then dispose. Audit must have been released 3 years prior to disposal.	Public.	G325

Salary Recovery Files (Grant Operating Files – Awarded to University)	Hold five (5) years after close of grant, or longer as required by granting agency, then dispose.	Restricted. Internal Policy Decision.	G120
Salary Recovery Files (Grant Operating Files – Awarded by University)	Hold five (5) years after close of grant, or longer as required by granting agency, then dispose. Audit must have been released three (3) years prior to disposal.	Internal Policy Decision.	G128
Subcontractor Audit Reports	Hold seven (7) years after project closeout or submission, then dispose.	Restricted.	G325
Time and Effort Journals	Hold 10 years after financial closeout date, then dispose. Audit must have been released 3 years prior to disposal.	Restricted. Internal Policy Decision.	5985 - IP