

Property Record Retention / Archiving

Process Owner___Bill Conley
Business Liaison___Kevin Milligan

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
EQUIPMENT DATA FORMS: PO'S & INVOICES	Paper	CAO - Property Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	2 Fiscal Years
EQUIPMENT DATA FORMS: PO'S & INVOICES	Disk or Microfiche	CAO Property Office & Micromedia	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	N/A
Contract & Grant File - Active	Paper	CAO - Property Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years after Contract Closed		OSP & Sponsor	7 years after contract closed
Contract & Grant File - Closed	Disk or Microfiche	CAO Property Office & Micromedia	N/A	CAO - Property Office	7 Fiscal Years after Contract Closed		OSP & Sponsor	7 years after contract closed
Indirect Cost Reports	Paper	CAO - Property Office	N/A	CAO - Property Office	7 Fiscal Years		N/A	N/A
Fabrication Records	Paper	CAO - Property Office	N/A	CAO - Property Office	7 Fiscal Years		N/A	N/A
Property Reconciliation with General Ledger	Paper	CAO - Property Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A

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Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
Space Changes	Electronic	CAO - Property Office / Information Systems	SAP / Data Warehouse	1 Year After Retired Asset				
Capital Equipment	Electronic	CAO - Property Office	SUMPROP	7 Years After Equipment Disposed				
Minor Equipment	Electronic	CAO - Property Office	SUMPROP	7 Years After Equipment Disposed				
Fabricated Equipment	Electronic	CAO - Property Office	SUMPROP	7 Years After Equipment Disposed				