

Sponsored Accounting -- Record Retention / Archiving

Process Owner -- Demetri Karageorge

Business Liaison -- Robert Damian -

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
Project Folders	Paper	CAO - Sponsored Accounting	3 Years After Active Life of Project	Records Management Program	7 Fiscal Years After Life of Project		Office f Sponsored Programs	Active life plus 2 Fiscal Years
Government Cash Flows/Reconciliation	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Government Quarterly/Semi Annual Reports	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
DOD - Air Force/Army Bank Data	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Cash Books	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Government Interest Worksheets	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Brown Book	Paper	CAO - Sponsored Accounting	Current Fiscal Year + 2 Fiscal Years	Institute Archives & Office of Sponsored Programs	Permanent		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
Sponsor Invoices	Electronic	CAO - Sponsored Accounting / Information Systems	SAP / Data Warehouse	7th Fiscal Year After Transfer of Project Folder to Archives				
Brown Book	Electronic	CAO - Sponsored Accounting / Information Systems	SAP / Data Warehouse	Permanent				
Brown Book (Work Papers)	Electronic	CAO - Sponsored Accounting	CAO - Server	7 Fiscal Years				