

USG Records Retention Schedules (as of 04/09/2016)

Grant Records (Non-Research)

Number: 0472-03-015

Description: This series documents non-research grants.

Retention: Final narrative reports: PERMANENT; All other records: 5 years after submission of final report or denial of application.

Research Grant Records

Number: 0472-09-006

Description: These records relate to funded research grant proposals and research activity associated with grant-funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.

Retention: Final research report: PERMANENT; All other records: 7 years after the end of the grant period.

Category: Research

Research Data (Human or Animal Subjects or Agriculture)

Number: 0472-09-004

Description: This series documents the results of laboratory testing performed on humans, animals, or agricultural products. The reports may include but are not limited to: case numbers; details of tests, genetic trials, disease and pest management testing; test results; evaluations; and related data.

Retention: Projects of major national or international significance, interest, or controversy, or where the principal investigator has a widely acknowledged influence on the area of scholarship: PERMANENT; Projects that are not of major significance but there are potential long-term affects: Retain 70 years after completion of project; Projects that are not of major significance and where the research does not have potential long term affects: 3 years after completion of research project. {or as specified in IRB application}