

Sponsored Programs Record Retention Policy

Pursuant to Federal regulations (2 CFR 200), Salisbury University (SU) has adopted the following policy regarding the retention of records from federally sponsored awards.

Financial records, supporting documents, statistical records, and all SU records pertinent to a Federal award will be retained for three years from the date of submission of the final expenditure report. Unless one of the following exceptions occurs, all records will be destroyed three years from the final report date.

Exceptions:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records will be retained until all matters have been resolved.
- When SU is notified in writing by the appropriate Federal agency to extend the retention period.
- Records for real property and equipment acquired with Federal funds will be retained for 3 years after final disposition.

Graduate Studies & Research

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