

ACCOUNTING SERVICES

GRANTS & CONTRACTS

460.01 Grant and Contract Account Files (Originals)

Dates: 1961 -
Volume: 136 Cu. Ft.
Annual Accumulation: 5¼ Cu. Ft.
Arrangement: Numerical

This record series consist of the Grant and Contract Account files (active/inactive) maintained by the Office of Grants and Contracts. The records generally contain all documents used in the administration of grant and contract awards including: award documents, fiscal reports, and related correspondence. Hard copies of all documents are kept for three years after the account has been closed out. These accounts are then purged of all documents that have previously been microfilmed. Microfilm copies are retained in the R and PFM (Research and Projects Fiscal Management) section while hard copies are destroyed after verification that the file has been microfilmed.

Recommendation: Microfilm, as generated, for permanent retention in the office. Retain all hard copies in office for three (3) years after closure of account, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.02 Quarterly Report Files (Originals)

Dates: 1978 -
Volume: 5 3/4 Cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological

This record series consists of the Quarterly Report files maintained by the Office of Grants and Contracts. The records generally contain all workpapers and copies of the Quarterly Expenditure reports submitted for all grants funded by the following:

National Science Foundation (NSF) letter of credit, U.S. Department of Education (USDE) letter of credit, Dept. of Health and Human Services (DHHS) letter of credit, National Endowment for the Humanities (NEH) letter of credit, Agency for International Development (AID), and U.S. Dept. of Energy (USDE) letter of credit.

Recommendation: Retain in office for six (6) years after the expiration of the grant, then dispose of provided all administrative value has expired and all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.03 Guidelines Files (Originals)

Dates: 1961 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Guidelines (rules and regulations) files maintained by the Office of Grants and Contracts.

Recommendation: Retain records (including necessary revisions) in office permanently.

460.04 Quarterly Federal Interest Distribution Reports (Originals)

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Quarterly Federal Interest Distribution Reports maintained by the Office of Grants and Contracts. The records generally include computer printouts and reports indicating quarterly interest earned on federal funds on hand based on the average funds on hand for the prior thirteen weeks.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.05 Indirect Cost Proposal Files (Originals)

Dates: 1979 -
Volume: 20 2/3 Cu. Ft.
Annual Accumulation: 3½ Cu. Ft.
Arrangement: Chronological

This record series consists of the Indirect Cost Proposal files maintained by the Office of Grants and Contracts. The records generally include all documents used in determining the annual, indirect cost proposal including: printouts, annual financial reports, work papers, and building and equipment value reports.

Recommendation: Retain documents from previous FY basis for negotiating agreement, then dispose of.

460.06 CPA Audit Reports (Agency Record Copies)

Dates: 1963 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the CPA audit files maintained by the Office of Grants and Contracts. The records generally include CPA audit reports on inactive/terminated accounts.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.07 Payroll Files (Duplicates)

Dates: 1978 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of monthly and biweekly payroll records (university wide) maintained on microfiche by the Office of Grants and Contracts.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.08 Monthly Status Reports/Chart of Accounts (Duplicates)

Dates: 1978 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of monthly status reports maintained on microfiche by the Office of Grants and Contracts. The records generally include monthly status (AMO90) and transactions (AMO91) reports showing the status and activity of all university accounts and distribution charts for each.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.