Pomona College:
Retention Schedule for Grant Records
April, 2015

Pomona College
Pomona College Archives
333 North College Way, Claremont, CA 91711
Purpose

The purpose of this schedule is to guide you in the proper retention and disposition of grant records. It is organized by record type including a description of the documents for each category.

Please note: If you are not a member of the Office of Record, we encourage you to discard unnecessary duplicate copies. Please contact the Archives with questions. We are available for appointments to review your files.

Definitions

Retention Schedule: A document that identifies and describes an organization's records, usually at the series level, provides instructions for the disposition of records throughout their life cycle.

Official Record: A complete, final, and authorized copy of a record, especially the copy bearing an original signature or seal.

Office of Record: The organization or administrative unit that is officially designated for the maintenance, preservation, and disposition of record copies.

Retention Period: The length of time records should be kept in a certain location or form for administrative, legal, fiscal, historical, or other purposes.

Disposition: Materials' final destruction or transfer to archives as determined by their appraisal.

Funded Grant Records

These records document funded grant proposals. These records may include final reports, attachments, and proposals; budget; contract and agreements; correspondence.

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Record</td>
<td>Office of Sponsoring Program</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

Unfunded Grant Records

These records document unfunded grant proposals. These records may include but are not limited to applications; grant proposal narratives; budget; letters of support; notifications of rejection.

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Record</td>
<td>Office of Sponsoring Program</td>
<td>3 Years</td>
</tr>
</tbody>
</table>

Grant Accounting Records

These records document the financial administration for funded or unfunded grants.

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Record</td>
<td>Office of Sponsoring Program</td>
<td>7 Years at End of Funding Period</td>
</tr>
</tbody>
</table>