

**FILE RETENTION AND DISPOSITION
(Original Documents)**

What	How Long
Annual Reports	Filed with the agreements (maintained same as agreements-current plus 5 years)
ARS 115s	Current year plus 3 years provided they have been published
Budget (ARMP documents)	Current plus 5 years
CATS Documentation – Purchase Cardholders	Current plus 3 years
Correspondence	Current plus 5 years
Current Research Projects – “D” projects	Current plus 5 years
Incoming Agreements/Outgoing Agreements (funded only)	Current plus 5 years
Patent Information	Current plus 5 years
Purchase Orders	Current plus 2 years
OSQR – approved	Filed with current D project
RPES	Current electronic case write-up
Status of Funds	Current plus 2 years
Time and Attendance Files (including all supporting documentation)	Current plus 6 years
Training Forms	Current plus 3 years
Travel Documentation	Current plus 6 years and three months

References:

[P&P #251.8M, Records Management \(Manual\)](#)

[P&P #251.8 v2.0, Records Management](#) (May 31, 2012)

[File Management Book \(June 1985\)](#)