

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Records Retention

NUMBER: Policy 9-13 (formerly Policy IX-19)

Revised Date: February 2025

Purpose

Although electronic documents are generally accepted as valid legal copies of original documents, federal regulations may require in some instances that hard copies of originals be kept on file. This policy sets forth the record retention practice in the Office of Sponsored Programs for transactions and documents incurred in support of externally sponsored proposals and awards.

Definitions

Award – a grant, contract, memo of agreement, etc. that sponsors activities.

Documentation – any communications, administrative paperwork, reports or other documents created as a result of supporting a research award whether created as hard copy or electric documentation.

Electric documentation – documentation that originated or solely exists as an electronic document.

Hard copy – something created on paper, including those with an original signature.

Proposal –request to receive external funding for sponsored activities.

Policy

All documentation related to externally sponsored awards shall be kept for six years from the end date of the award. For declined proposals, documentation will be held for three years from submission date.

Source: Office of Research Affairs

Revision History: Original unknown. Revision history prior to February 2025 unknown. Revised to clarify policy February 2025.

BOR Policy or Committee: