

Record Retention Schedule

Federal Grant Document Retention Calculator (2 CFR 200.334)

Project Information

Project Name: _____ Grant Number: _____

Grant Closeout Date: _____ Retention End Date: _____ (Closeout + 3 years)

Retention Period Calculator

Document Category	Closeout Date	+ 3 Years	Destroy After	Status
Grant Award Documents				
Procurement Records				
Financial Records				
Labor Standards Records				
Environmental Documents				
Progress Reports				
Correspondence				
Closeout Documents				

Extended Retention Triggers

Retention period extends beyond 3 years if:

- Litigation is pending or anticipated Audit findings are unresolved
- Federal agency has notified of extended retention State law requires longer retention

Destruction Checklist

Before destroying records, verify:

- Retention period has fully expired No pending audits or litigation
- Funder approval obtained (if required) Destruction is documented

Destruction Authorized By: _____ Date: _____

