

CLEMSON UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE
SPONSORED PROGRAMS ACCOUNTING AND COMPLIANCE
SPONSORED PROGRAMS ACCOUNTING AND ADMINISTRATION

CU 03093 **EMPLOYEE PERSONAL ACTIVITY REPORTS**

Description:

Document funds received by an employee for working on a research project. Information includes name and position of employee, department, job number, and other related information.

Retention:

5 years; destroy.

Schedule approved 3/16/92

CU 10577 **POST AWARDS FEDERAL PROJECT FILES**

Description:

Document federal projects awarded to faculty, staff, and graduate assistants. Information includes name of project, contract number, award notification, financial information, reports, project information, and other related correspondence and memoranda.

Retention:

4 years after submission of final expenditure report; destroy.

Supersedes: CU 03094

Schedule approved 4/13/98

CU 10578 **POST AWARDS STATE/PRIVATE/OTHER PROJECT FILES**

Description:

Document state, private, and other projects files awarded to faculty, staff, and graduate assistants. Information includes name of project, contract number, award notification, financial information, and other related correspondence and memoranda.

Retention:

3 years after close of project or disposition of property; destroy.

Supersedes: CU 03094

Schedule approved 4/13/98