

## **CSUDH Foundation Account Holder's Handbook**

The Foundation policy on Record Retention in compliance with the directives of the Chancellor's Office Executive Order 890 is hereby revised to read as follows:

As a general rule, contract and grant records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report to the funding agency or in accordance with sponsor guidelines. The only exceptions are as follows:

- a). If any litigation, claim or audit is started before the expiration of the three-year period, records must be maintained until all litigation, claims and findings have been resolved and final action taken.
- b). When records are transferred to the federal awarding agency, retention is no longer required of the grantee.

This supersedes the policy on record retention under 10.1.12 of the CSUDH Foundation Account Holder's Handbook.

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