Washington State Community College Grant Office Record Retention Schedule

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Awarded Grants	Files containing proposal, budgets, accounting information on grants received by faculty and staff members from federal and state agencies and private foundations	Active + 5 years	Paper copy and/or electronic	Shred and/or delete	Grants Office	SharePoint and/or hard copies files
Grants Not Awarded	Files containing applications and proposals by faculty and staff for grants that were not funded.	1 year	Paper copy and/or electronic	Shred and/or delete	Grants Office	SharePoint and/or hard copies files

Destruction will be done by means of shredding or via approved document destruction company with signed verification.