

Office of Sponsored Programs & Research Integrity

Record Retention Guidelines

The State of Missouri issues record retention regulations to UCM for various offices/departments and types of documents. These regulations are followed within OSPRI for grants/contracts and research protocols for IRB and IACUC.

Grants/Contracts Retention Schedule

The below schedule is a guideline, utilizing the state's policy with respect to UCM's OSPRI office. Any grant/contract which requires a longer retention period is retained in accordance to that project's agreement.

Fiscal Year	Expense Activity Range	Scheduled Destruction Date
FY12	7/1/2011 – 6/30/2012	3/1/2018
FY13	7/1/2012 – 6/30/2013	3/1/2019
FY14	7/1/2013 – 6/30/2014	3/1/2020
FY15	7/1/2014 – 6/30/2015	3/1/2021
FY16	7/1/2015 – 6/30/2016	3/1/2022
FY17	7/1/2016 – 6/30/2017	3/1/2023
FY18	7/1/2017 – 6/30/2018	3/1/2024
FY19	7/1/2018 – 6/30/2019	3/1/2025
FY20	7/1/2019 – 6/30/2020	3/1/2026
FY21	7/1/2020 – 6/30/2021	3/1/2027
FY22	7/1/2021 – 6/30/2022	3/1/2028
FY23	7/1/2022 – 6/30/2023	3/1/2029
FY24	7/1/2023 – 6/30/2024	3/1/2030
FY25	7/1/2024 – 6/30/2025	3/1/2031
FY26	7/1/2025 – 6/30/2026	3/1/2032
FY27	7/1/2026 – 6/30/2027	3/1/2033
FY28	7/1/2027 – 6/30/2028	3/1/2034

Human Subjects (IRB) Retention Schedule

If the project was funded by a grant or contract, then records must be maintained in accordance with the Grants/Contracts Retention Schedule

Protocol Issued	Retention	Destruction Range
7/1/2013 – 6/30/2014	3 years	7/1/2016 – 6/30/2017
7/1/2014 – 6/30/2015	3 years	7/1/2017 – 6/30/2018
7/1/2015 – 6/30/2016	3 years	7/1/2018 – 6/30/2019
7/1/2016 – 6/30/2017	3 years	7/1/2019 – 6/30/2020
7/1/2017 – 6/30/2018	3 years	7/1/2020 – 6/30/2021
7/1/2018 – 6/30/2019	3 years	7/1/2021 – 6/30/2022
7/1/2019 – 6/30/2020	3 years	7/1/2022 – 6/30/2023
7/1/2020 – 6/30/2021	3 years	7/1/2023 – 6/30/2024
7/1/2021 – 6/30/2022	3 years	7/1/2024 – 6/30/2025
7/1/2022 – 6/30/2023	3 years	7/1/2025 – 6/30/2026
7/1/2023 – 6/30/2024	3 years	7/1/2026 – 6/30/2027
7/1/2024 – 6/30/2025	3 years	7/1/2027 – 6/30/2028
7/1/2025 – 6/30/2026	3 years	7/1/2028 – 6/30/2029
7/1/2026 – 6/30/2027	3 years	7/1/2029 – 6/30/2030
7/1/2027 – 6/30/2028	3 years	7/1/2030 – 6/30/2031

Animal Subjects (IACUC) Retention Schedule

If the project was funded by a grant or contract, then records must be maintained in accordance with the Grants/Contracts Retention Schedule

Protocol Issued	Retention	Destruction Range
7/1/2013 – 6/30/2014	3 years	7/1/2016 – 6/30/2017
7/1/2014 – 6/30/2015	3 years	7/1/2017 – 6/30/2018
7/1/2015 – 6/30/2016	3 years	7/1/2018 – 6/30/2019
7/1/2016 – 6/30/2017	3 years	7/1/2019 – 6/30/2020
7/1/2017 – 6/30/2018	3 years	7/1/2020 – 6/30/2021
7/1/2018 – 6/30/2019	3 years	7/1/2021 – 6/30/2022
7/1/2019 – 6/30/2020	3 years	7/1/2022 – 6/30/2023
7/1/2020 – 6/30/2021	3 years	7/1/2023 – 6/30/2024
7/1/2021 – 6/30/2022	3 years	7/1/2024 – 6/30/2025
7/1/2022 – 6/30/2023	3 years	7/1/2025 – 6/30/2026
7/1/2023 – 6/30/2024	3 years	7/1/2026 – 6/30/2027
7/1/2024 – 6/30/2025	3 years	7/1/2027 – 6/30/2028
7/1/2025 – 6/30/2026	3 years	7/1/2028 – 6/30/2029
7/1/2026 – 6/30/2027	3 years	7/1/2029 – 6/30/2030
7/1/2027 – 6/30/2028	3 years	7/1/2030 – 6/30/2031