



Policy Name	Research Record Retention
Policy Number	12000.023
Effective Date	May 23, 2017
Administrative Division	Division of Research and Federal Relations
Unit	Division of Research and Federal Relations
Revised Date	Click here to enter text.

1.0 Policy Statement

Jackson State University will retain university research records, supporting documents, statistical records, and all other non-Federal entity records for a period of three (3) years from the date of submission of the final expenditure report in accordance with legal, federal and state requirements and other contractual agreements to ensure access to critical documents.

2.0 Purpose

This policy is designed to outline the University's commitment to retaining records to comply with applicable federal and state law and the related rules of the [Mississippi Department of Archives and History](#) and the State Records Committee.

3.0 Definitions

3.1 University Research Record – All records, financial reports, research applications, documentation, papers or any other materials created in the course of conducting research at the University.

4.0 Additional Information

4.1 All University research records are the property of the Jackson State University regardless of their physical location, even when they are in the possession of individuals, and as such, may not be permanently removed from the University, destroyed or otherwise used without proper authorization.

4.2 All University records are retained in accordance with all federal and state laws/regulations, terms and conditions of award and agreements and this policy.

4.3 The University may extend the retention period when notified in writing by a Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity.

4.4 All University employees are responsible for ensuring that University records are created, used, maintained, preserved and destroyed in accordance with this policy.

4.5 If any litigation, claim, or audit is started before the expiration period of any University record, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken, at a minimum of three (3) years beyond the final action or as specified by law and/or policy.

4.6 Records for real property and equipment acquired with Federal funds must be retained in accordance with federal regulations.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.