Washington State College of Ohio
Grant Office Record Retention Schedule

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner
Awarded Grants	Files containing proposal, budgets, accounting information on grants	Active + 5 years	Paper copy and/or electronic	Shred and/or delete	Grants Office
Grants Not Awarded	Files containing applications and proposals by faculty and staff for grants	2 years	Paper copy and/or electronic	Shred and/or delete	Grants Office

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

Storage Location	Review Completed
Shared Google drive and/or hard copies	TRUE
Shared Google drive and/or hard copies	TRUE