

Quick Reference Guide: Record Retention



General Rule:
Keep 3 years ✓
from date of
final expenditure
report

Property may
need to be
tracked longer ✓
than 3 years! ★

Records to keep:

- ✓ Financial records
- Procurement records
- ✓ Real property and equipment records

Other records:

- ✓ ICR proposals
- ✓ Program reports
- ✓ Compliance evidence

