

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Records Retention

**NUMBER:** Policy 9-13 (formerly Policy IX-19)

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### **Introduction & Purpose**

Though it has become an accepted principle that electronic documents are valid legal copies of original documents many federal regulations still require that originals be kept on file. This policy is designed to set forth the record retention practice for transactions and documents incurred in support of externally sponsored awards.

### **Policy**

All documentation related to externally sponsored awards shall be kept for seven years from the end date of the award.

### **Definitions**

Award – a grant, contract, memo of agreement, etc. that sponsors activities.

Documentation – any communications, administrative paperwork, reports or other documents created as a result of supporting a research award whether created as hard copy or Electric Documentation.

Electric documentation – documentation that originated or solely exists as an electronic document.

Hard copy – something created on paper that had an original signature.

### **Regulations & Guidelines**

Electronic Signatures in Global and National Commerce Act (E-SIGN), 15 U.S.C. §7001 et. seq.

South Dakota Codified Law Chapter 53 §12 et seq.

### **Responsibility**

Business Services – retain copies of documentation related to externally sponsored awards for seven years

Sponsored Programs – retain copies of documentation related to externally sponsored awards for seven years

**Procedures**

At the close of an award an archive will be created that contains all of the documentation related to the award. This archive will be kept for seven years from the end date of the award.

**Associated Forms**

n/a

**Related Training Modules**

n/a