

## NOTIFICATION TO PURGE FINANCIAL RECORDS FAQ's

### **What do you mean by “purging the files”?**

When your department receives notice to purge specific project numbers, you should destroy or delete any financial records that you have associated with that project number. This may include but is not limited to; paper copies, .pdf files, emails, hard drive or server files, offsite (warehouse) records, diskettes, DVD's, or flash drives that may contain financial information for those project numbers.

### **Why should we purge these records?**

Once an award has reached or exceeded its retention date and is eligible to be purged, the University is no longer required to provide financial documentation associated with the expense directly or indirectly charged to those “out of retention” awards.

### **Who determines which awards are eligible for purging?**

Sponsored Research (SR) Post Award is responsible for determining which awards are eligible for purging, based on USF, state and sponsor guidelines for retention. Financial information related to awards should be retained until notice is sent from Post Award on the specific award numbers to be purged.

### **How often should we do this?**

Sponsored Research Post Award will be releasing a list of award numbers to be purged roughly annually, after publication of the University's audit results.

### **How much time do we have to purge these records?**

Once you receive notice that a particular award is eligible for purging, make every effort to destroy the financial records at your earliest opportunity (preferably within two calendar months).

### **What is it that I am supposed to be purging?**

Any financial data associated with a purged award may be destroyed. This may include but is not limited to; Personnel Effort Reporting (PERTs/PARs), journals, Retroactive Expense Transfers (RETs), copies of system ledgers, receipts and invoices, PCard statements, UCD journals, PO's, requisitions, receivers, Travel Approval and Travel Expense Reports (TERs/TARs), salary distributions and tuition reimbursement requests.

### **Do I purge programmatic information, too?**

Programmatic information is NOT included with the financial retention guidelines. Items such as research and program-related final reports, patent information, inventions, human or animal subject studies, pharmaceutical studies, fixed assets, etc. have their own guidelines for data retention and disposal.

### **Who can I contact if I'm not sure about whether I can destroy a particular record?**

Contact Purchasing Services Fiscal & Business Specialist responsible for Record Retention.

**Please remember: The disposal process should preserve the confidentiality of documents through the final point of disposition.**

For more information, please reference [CCHIP #007](#), *Retention and Access Requirements for Records Related to Sponsored Projects*.