



OSPIP Contracts Officer Guidance

WFO & CRADA Records Retention

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS46R0125 Berkeley, CA 94720-8202 USA

June 1, 2010

Awards

- WFO & User Agreements
- 10 years after End Date or date sent to Archives, whichever is later.

CRADAS

- Permanent retention

Proposals Not Funded

- 3 years after sent to Archives
- Proposals Not Funded kept with CO
 - 1 year after submission to the sponsor for NIH prime and sub-awards
 - 6 months after submission to the sponsor for all other proposals
 - No closeout notification required for DOE

Exceptions

- Proposal can be archived as soon as CO is aware the Sponsor will not fund it.
- Proposal can be kept in OSPIP longer than normal for business reasons.