

# 0560 Research Records

*Description:* Scientific, technical and program records related to sponsored and non-sponsored research and programs.

*Examples:* Research data, project reports and deliverables, sponsored research agreements, program agreements, subagreements, progress reports, regulatory certifications.

*Retention Period:* **Retain for 6 years after close of project or grant, and then securely destroy (unless a longer period is specified by the granting agency).**

*Authority:* OMB Circular A-110