

**Financial records
uploaded to VPF's
financial systems**



- Upload the complete and legible electronic record to Concur, B2P, eRFP, Procurement Card Inbox, or Journal Vouchers.
- VPF is then responsible for retaining the financial record.

**Financial records
saved locally in
electronic format**



- Save the complete and legible electronic record to the appropriate location (e.g., a department drive).
- Retain the paper record for current + 1 FY (only applicable if the original record was paper).
- Retain the electronic record for current + 4 FYs. Exception: For multiyear sponsored awards, retain the electronic record until three years after the close of the award.

**Financial records
retained in
paper form**



- File the paper record locally.
- Retain the paper record for current + 4 FYs. Exception: For multiyear sponsored awards, retain the paper record until three years after the close of the award.

Federal Guidelines To Record Retention

Albert A Gayle



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