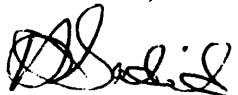




CASE WESTERN RESERVE UNIVERSITY

November 30, 1993

**MEMORANDUM**

**TO:** Officers, Vice Presidents, Deans, Department Administrators  
**FROM:** Hossein Sadid   
**SUBJECT:** Financial Records Retention - Academic Department

In response to recent inquiries by some academic units regarding record retention, please note that, in general, "financial and programmatic records, supporting documents, statistical records, and all other records of a grantee or subgrantee that are required by the terms of a grant or subgrant or may reasonably be considered pertinent to a grant or subgrant should be retained for a period of three years after the final financial status report or final voucher has been submitted. Records that are the subject matter of audits, appeals, litigation, or the settlement of claims arising out of the performance of the project, shall be retained until such audits, appeals, litigations, or claims have been disposed of, or until the end of the regular three-year retention period whichever is later. Unless court actions or audit proceedings have been initiated, the recipient may substitute copies made by microfilming, photocopying, or similar methods for the original records."

Please call Tony Braidic, Assistant Controller at extension 4280 for further information.

HS/jj

**RECEIVED**  
DEC 8 1993  
CONTROLLER'S OFFICE

Office of the Controller

MAILING ADDRESS  
Case Western Reserve University  
10900 Euclid Avenue

VISITORS AND DELIVERIES  
UCRC #1, 3rd Floor  
11000 Cedar Avenue

Phone 216-368-2126