



MoWINS Records Retention Guidance

Grantees and co-awardees must follow Federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than **three years** from the time of ***final grant close-out***. These records include:

1. Participant files
2. Financial Documentation, including all supporting and related documentation
3. Quarterly Narrative Progress Reports
4. Quarterly Financial Reports
5. Annual Performance Reports
6. Evaluation Reports
7. Procurement documentation
8. Original contract and award information
9. Modified Budgets and/or Statement of Work
10. Copies of education/outreach materials appropriately labeled with the DOL Disclaimer.
11. Monitoring Reports
12. Cohort and Comparison Cohort Analysis
13. All curriculums uploaded using Creative Commons Licensing (Open Education Resources)

Each college will be responsible for maintaining their own files on-site for the required period. The consortium-wide documents, such as quarterly and annual reports, contract and award information, and approved modifications, will be stored at either the lead institution or MCCA.

Upon official close-out, each institution should place all of their files and records into boxes clearly labeled with the date upon which those files can be purged. The boxes should then be stored in an accessible place until that date.

*Please note that each college must coordinate its MoWINS grant record retention with any existing institutional policies and adhere to the MOST RESTRICTIVE of the federal guidelines or its own guidelines.



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