



Hektoen Institute of Medicine

Record Retention Policy

Date Approved: 5/15/2007

I. Purpose

The purpose of this policy is to ensure that all documents related to a grant on on file for the required period of time based on the grant and IRS rules.

II. Record retention Policy

Hektoen Institute is maintaining grant data for 9 years to be in compliance with IRS rules and funding agencies.

III. Questions

Questions regarding this policy should be directed to dennis.ronowski@hektoen.org