

# eGrant.net Data Retention

## GRANT.NET DATA RETENTION POLICY

Bromelkamp Company will back-up the eGrant.net database(s) nightly, retaining the back-ups for three months. In addition, the following limits are placed on historical data:

- Draft applications, including all attachments, will be retained for 18 months after the application deadline, or, if there is no deadline, for 18 months after the last modification
- Submitted applications, including all attachments, will be retained for five years
- User accounts will be retained as long as they have been active (at least one login) in the last five years
- PDF and XML files will be retained for 18 months past the application deadline, or, for rolling applications, the submission date. These can be regenerated at any time from eGrant.net Administrator.

As of January 2016, clients who use eGrant.net with Akoya.net are exempt from the data retention policy. The policy will be turned “on” for each Akoya.net client after a solution is implemented to download application attachments directly into the Akoya.net database rather than displaying a link to the eGrant.net file.

An organization may opt out of the data retention policy on a per-URL basis. The fee for opting out is \$100.00 for each additional year of data. If an organization chooses this option, they must maintain all of their eGrant.net data. For example, an eGrant.net URL with 10 years of history may not choose to maintain 7 of the 10 years; otherwise they must follow the Data Retention Policy.