



POLICY

Ownership of Records

Topic: Sponsored Awards Admin	Department: Grants	Policy No: 5.20.01	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To provide Boyce Thompson Institute for Plant Research (BTI) guidance regarding ownership of records.

Policy: It is the policy of BTI that all records, files, and correspondence generated by employees are the property of BTI and may not be removed permanently from the business premises unless approved by the President, Vice President of Research or the Vice President for Finance and Operations.