Accounting/Administrative: Archive Hard Files SOP

**Objective/Purpose/ Why:** To outline the timeframe and frequency to archive hard project files. The goal is to ensure dormant projects are filed properly and contain all necessary and applicable documents.

**Outcome:** Organized filed structure for project hard files that can be easily accessed when necessary, and meets contract retention requirements.

**Subject Matter Expert:** *Administrative Assistant, Accounting Staff, Controller*

**Process: Archiving is the process in which closed projects are filed and stored in a designated location according to the appropriate retention schedule.**

*When to Archive (hard files):* Hard files can be archived 6 months after project has been made dormant and at the direction of Project Accountant or Project Controller.

1. Project Accountant will send a list of Dormant projects to Admin at the end of every quarter.
2. Admin will QC project hard files to ensure all necessary documents are in each project folder. Refer to QC checklist below.
3. Admin will have the following quarter to complete QC of files.
4. At the end of the QC period, applicable project files will be pulled from designated Active file location and stored in file boxes.
5. File boxes will be numbered and grouped by project number i.e., Box 1 – 2020.0001-2020.0050
6. Admin will enter newly archived projects in Archive file spreadsheet with box number, location, and retention schedule.

*QC Checklist*

1. Ensure all electronic contract documents match hard project files:
   * Executed contract
   * Subcontracts (if applicable)
   * Communication emails related to contract changes
2. Invoice register of all submitted invoices and copies of invoices
3. Copies of invoice payments
4. Copies of Subconsultant invoice payments if applicable
5. Communication emails/documents related to AR issues

**Resources:**

*Specific project contract for retention requirements, Project closeout SOP*

**Definitions:**

*Retention schedule: specific time frame identified in the contract that stipulates how long project documents must be retained.*

*Hard files: Physical copies or originals of project contract files*