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## **Title 2 — Federal Financial Assistance**

### **Subtitle A — Office of Management and Budget Guidance for Federal Financial Assistance**

#### **Chapter II — Office of Management and Budget Guidance**

#### **Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

##### **Subpart D — Post Federal Award Requirements**

##### **Record Retention and Access**

**Authority:** 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.

**Source:** 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

### **§ 200.336 Methods for collection, transmission, and storage of information.**

When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a computer system. Upon request, the Federal agency or pass-through entity must always provide or accept paper versions of Federal award information to and from the recipient or subrecipient. The Federal agency or pass-through entity must not require additional copies of Federal award information submitted in paper versions. The recipient or subrecipient does not need to create and retain paper copies when original records are electronic and cannot be altered. In addition, the recipient or subrecipient may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.