



Procedure: Retention of Grant Records	Policy: Documentation and Record Retention		Number: GP1400.1
	<input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Supersedes:	Page: Page 1 of 2

Overview of Procedure

The District is responsible for retaining the programmatic and financial records of federal and non-federal grants for a minimum of six (6) years. Grant Program Managers (GPMs) and Principals are responsible for obtaining and preserving all pertinent programmatic and financial grant records for federal and non federal grants assigned to them or their offices and schools. All other District offices and departments involved in federal and non federal grant implementation and execution are responsible as well to include Grant Compliance and Fiscal Services (GCFS) and the Grant Accounting Unit in the Comptroller's Office. All offices cited are responsible for retaining the records that substantiate and support their grant related job responsibilities.

Files are expected to be kept current and easily accessible, and grant management staff must be prepared to produce grant records upon request. The ability to produce such records upon request is to consider those records to be in an “audit ready” status. In addition, the Grant Compliance Office (GCO) must be notified when a new GPM or school Principal is assigned to a school or office with grant management responsibilities, and will assign a GCM to work with the departing and incoming managers to ensure all relevant grant files are accounted for and accessible. The GCM will also assess the grant management training needs of incoming managers and arrange for appropriate instruction on specific grant requirements and on policies and procedures in general.

Finally, GCFS has implemented a compliance document collection, storage and retrieval system using the network drives to ensure that relevant information is maintained for future reference. The units within GCFS maintain practices with staff to ensure the records are maintained and accessible.

Procedure Details

The GCO prescribes a specific electronic file folder structure for school grant files for audit and PDE monitoring. It is the responsibility of GPMs and school principals to maintain all grant files as prescribed accordingly. Central offices must create an internally consistent record retention structure (hard copy or electronic) for use by staff which is subject to periodic review by the GCO.

The GCO deploys a checklist of documents required to be secure and maintained whenever a central office GPM transitions into or out of a program. A similar approach is taken with school Principals. See the [GP2400 Monitoring Grants Management and Compliance](#) for transition process details. Some of the items noted on the checklists may not be relevant for all grants and some grants may have additional record retention requirements, such as for Title I documents in schools.

Policy

- [GP1400: Documentation and Record Retention](#)

Forms

Definitions

Records are information, regardless of physical form or characteristics, that document a transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the District. The term includes a document, paper, letter, information

stored or maintained electronically and a data-processed or image-processed document.

Contacts

- *Grant Compliance Office*
- *Grant Accounting Unit*
- *Grant Fiscal Services*

Frequently Asked Questions

Related Information

- *SRC Policy 800, Records Management*
- *District's Records Center User Guide*
- *District's Administrative Records Retention Schedule*
- *2 CFR Part 200.333 through 200.337*
- *GP2400 Monitoring Grants Management and Compliance*

History

Amended:

- Amended on 10/24/13 to include reference to the OGDC scanned document database of key compliance files.
- Amended on 4/27/2015 to make UGG reference updates and technical adjustments.
- Amended on 12/1/2022 to update procedures consistent with current practices.

Issue Date: July 1, 2012	Effective Date: December 1, 2022	Approved by: Deputy Chief, Grant Compliance and Fiscal Services
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