

Procedure: Storing and Retrieving Grants Records	Policy: Documentation and Records Retention	Number: GP1400.2
	<input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Supersedes:

Overview of Procedures

The District is responsible for retaining the programmatic and financial records of federal and non-federal grants for a minimum of six (6) years. The District has a long-term storage facility where records no longer necessary for day-to-day grant management can be stored at the Education Center. In addition, the Office of Grant Compliance and Fiscal Services maintains a digital storage system for key compliance documents and related records that will allow for the easy access of records during audit periods. The District's Records Management Office facilitates the storage and retrieval of District records that are either not part of the digital storage and retrieval system or relate to long term storage.

Procedure Details

Grant Program Managers and Principals, GCFS staff, the Grant Accounting Unit, the Office of Research and Evaluation and any other offices or departments that are involved in grant management are responsible for ensuring that records are retained in accordance with District policy [GP1400: Documentation and Record Retention](#). This procedure relates to the acquisition of documents to be scanned electronically where needed and maintained in various electronic systems for quick retrieval. The primary electronic storage system is Google folders. Other systems include data containers of transaction processing systems, such as the Oracle ERP and external systems to include the PDE eGrants system.

For long term storage procedures, the District's [Records Center Users Guide](#) should be used as appropriate. The Guide explains how to initiate a request to move files and records to offsite storage including how to procure storage materials (e.g. boxes) and how to retrieve records that have previously been placed in long-term storage.)

Responsibilities

Grant Program Managers / School Principals must ensure that all necessary records related to the compliant fiscal and programmatic implementation of their grant are kept electronically in audit-ready status or in the school or grant program office. For the particular records listed in the procedures below, members of the Grant Compliance Office and Grant Fiscal Services must ensure that those records are properly maintained electronically in secure, central locations.

Grant Compliance / Fiscal Staff are responsible for collecting and organizing certain records as indicated below.

Procedures

A shared Google drive system is established to maintain key compliance files electronically in audit ready status. The framework for the Grant Compliance Office and Grant Fiscal Services Office are as follows:

Grant Compliance Office

Schools - A folder is maintained for each school that contains all the electronic files to ensure compliance with ESEA and UGG. School Principals have access to appropriate sub-folders. This structure is also used for compliance with PDE during their yearly school monitoring visit.

Central Office - Each central office contains a folder with all applicable files to document grant specific and UGG compliance. During Grant Program Manager transitions, a checklist of compliance files is utilized between the Grant Compliance and Program Office to ensure that all documents are retained.

Grant Fiscal Services

A folder is maintained for each funding source (grant) with sub-folders by award year. The folder name is the 4 digit award number hyphen award name. Sub-folders shall include, at a minimum, categories for Applications, Reports, and Other.

For each document type listed below, the Responsible Personnel will maintain the documents in an electronic format on shared Google drives.

DOCUMENT TYPE	RESPONSIBLE PERSONNEL	ACTIONS TAKEN	Doc. Package Contents	FREQUENCY
Annual Time Certification (CERTS) and TPERs	GCM Collects and Maintains	Collect copies of the fully executed CERT and accompanying TPER from each School/Office/Grant overseen. Print paper copy of CERT if it is electronically signed. Make sure the location number and grant name (cost objective) are complete on the CERT. Save to the appropriate Google folder.	One Annual Cert and TPER per package/form.	Annually

DOCUMENT TYPE	RESPONSIBLE PERSONNEL	ACTIONS TAKEN	Doc. Package Contents	FREQUENCY
PAR Form	GCM Collects	Collect copies of signed PAR forms from each school/office monitored during monthly monitoring visits. Save the electronic version to the appropriate Google folder.	All PAR forms for all employees in a given organization by fund and semester (Pay period 1-13 or pay period 14-26) per package/form.	As processed
Grant Quotation Form	GCM Maintains Electronic Form	Transfer to designated google drive.		As processed
Meal Request Form (MRF) and accompanying documentation	GCM Maintains Electronic Documentation	Collect copies of fully-executed meal request form (including the post event approval section filled in) along with event flier/agenda, participant sign-in, RSVPs and food payment documents (PVs) as processed. Save the electronic version to the appropriate Google folder. If method of payment is an SEH-195 reimbursement form, see below.	1 MRF and supporting documentation per package/ form.	As processed
SEH-195 (non-travel) Reimbursement Form and accompanying documents	GCM Maintains Electronic Documentation	Transfer to the designated google folder.	1 SEH-195 and backup documentation per package/ form.	As processed
SEH-195/ SEH-194 (Travel reimbursement)	GCM Maintains Electronic Documentation	Transfer to the designated google folder.	1 SEH-194 and 195 and backup documentation per package/ form.	As processed

DOCUMENT TYPE	RESPONSIBLE PERSONNEL	ACTIONS TAKEN	Doc. Package Contents	FREQUENCY
Incentive Documentation	GCM Maintains Electronic Documentation	Transfer to the designated google folder.	1 incentive plan with distribution evidence/ documentation per package/ form	As processed
Subgrantee Determination Form (SDT) and related documentation	GCM Maintains Electronic Documentation	Transfer to the designated google folder.	1 SDT form and Board Action Item per package/ form.	As processed
Subgrantee Monitoring Form	GCM Maintains Electronic Documentation	Collect Subgrantee Monitoring Forms at the end of each fiscal year and save to the appropriate Google folder.	1 Subgrantee Monitoring Form per package/ form.	Annually
Compliance Monitoring Form	GCM Maintains Electronic Documentation	Collect complete compliance monitoring form for each School/Office/Grant at the end of each fiscal year and save to the appropriate Google folder.	1 Monitoring form per grant per school/office per package/ form.	Annually or as grants close
EH-81 (student trip list) and accompanying documents	GCM Maintains Electronic Documentation	Collect EH-81 student list and accompanying documents related to grant-funded trip and save to the appropriate Google folder.	1 EH-81 and accompanying documents per package/ form.	As processed
PD/EC Attendance Logs and accompanying documents	Para-professional staff Maintains Electronic Documentation	Upon entering hours into Payroll system, Para converts to electronic version and save to the appropriate Google folder.	1 set of PD/EC attendance logs and accompanying sign-ins/agendas and PPER printouts per package	As processed

DOCUMENT TYPE	RESPONSIBLE PERSONNEL	ACTIONS TAKEN	Doc. Package Contents	FREQUENCY
Grant Budget Amendment Form	GBA Maintains Electronic Documentation	Collect documentation and save to the appropriate Google folder.	One amendment form and backup documentation per package/ form.	As processed
JV Approval Form and accompanying documentation	GFS	Oracle ERP workflow maintains all the approvals and backup documentation for the JVs.		As processed
Match Documentation	GCM	Ensure the GPM creates and retains binder and / or electronic files of documentation		Quarterly
Board Action Item Approval Form	GBA Maintains Electronic Documentation	Collect documentation and save to the appropriate Google folder.		As processed
Miscellaneous	GCFS Staff	To contain various documentation not otherwise categorized. Maintained electronically in the appropriate Google folder.	Miscellaneous	As appropriate

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.

Policy

- [*GPI400: Documentation and Record Retention*](#)
- [*Records Center Users Guide*](#)

Forms

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Contacts

The following people are primary contacts regarding this procedure:

- *Grant Compliance Office*
- *Records Management Office*

Frequently Asked Questions

Related Information

- [*SRC Policy 800 Records Management*](#)
- [*District's Records Center User Guide*](#)
- [*District's Administrative Records Retention Schedule*](#)

History

Amended:

- Amended on 10/24/13 to include reference to the GCFS scanned document database of key compliance files.
- Amended on 4/29/2015 to make technical adjustments.
- Amended on 12/1/2022 to adjust for 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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