Pennsylvania Office of Administration Office of Enterprise Records Management Records Retention and Disposition Schedule Approved by the Executive Board

Records Retention and Disposition Schedule By Bureau

5/11/2009

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Agency: 000 General Retention Schedules

Bureau: G005 Grants

Item		Media	Vital	Agency	SRC	Disp
Number	Description	Code	Record	Retn	Retn	Code
G005.001	Grants Issued by the State - Successful Applications Administrative Files	M	No	1Y	7Y	1
	Documentation of agency guidelines and grant programs. Includes grant announcement, applications, grantee evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes project status, and progress and compliance reports prepared and submitted by grantee.					
	* AGY - Retain 1 year after completion of grant, then transfer to the State Records Center.					
G005.002	Grants - Unfunded/Denied	M	No	1Y	0Y	3
	Documentation of agency grant programs. Includes application and related documentation.					
	* AGY - Grant application denied plus 1 year.					
G005.003	Grants Received by State Agencies	М	No	1Y	7Y	1
	Documentation of grant projects, proposals and funds received and expended by state agencies. May include copies of Requests for Proposals (RFP's), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports.					
	* AGY - Retain 1 year after completion of grant or 1 year after retention period required by grantor, whichever period is longer, then transfer to State Records Center.					
G005.004	Grants Received by State Agencies - Final Reports	M	No	1Y	0Y	2
	Copy of Final Report that is generated to document the deliverables of the program.					
	* AGY - Contact State Archives for appraisal after end of retention.					