



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551362
Agency: AGO
Division: CV78
Section: NA
Revision: 0

Agency Series No.: 78-oag-38

Record Series Title: Grant Files (Awarded)

Record Series Description: Records documenting the receipt of federal (VOCA) and state (SVAA) grant funding and the re-granting of these funds to grant award recipients within the state. Also used to monitor grant progress. Files can include, but are not limited to, grant applications and supporting documentation, invoices and vouchers, monthly/quarterly reports by the grantee explaining use of funds, grant award and acceptance forms, performance report forms (site checks), and correspondence between Office and grantee.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	3 years from the date of notification by the awarding agency that the grant has been programmatically and fiscally closed.	28 CFR 66.42 and 70.53 b and c stipulates Dept. of Justice grant record-keeping requirements	Delete
Paper	1 year, provided scanned and verified		Shred

Approvals:

Created		Date: 9/24/2010
Approved	Pari Swift, Records Officer	Date: 9/24/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 10/19/2010
Approved	Martin Meeks, State Auditor	Date: 10/20/2010
Approved	Fred Previts, State Archivist	Date: 10/28/2010

Notes:

Note Date	Note Description	User
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