

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
GRANTS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGGRT-001	<p>GRANT PROPOSAL AND DEVELOPMENT FILES</p> <p>Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies; final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.</p>		<p>Retain at agency 3 yrs after submission of final report; successful audit; destroy. Submit copy of final disposition and expenditure report to Archives for permanent preservation.</p>
LGGRT-002	<p>GRANT REPORTS (PERIODIC)</p> <p>Copies of financial and performance reports submitted periodically to funding agencies.</p>		<p>Retain at agency 3 yrs after submission of grant closeout letter; successful audit; destroy.</p>
LGGRT-003	<p>GRANT FINANCIAL FILES</p> <p>Financial records of grant-funded projects. Include relevant accounting, banking, purchasing, and payroll records; and other documents and working papers associated with the administration of the grant funds. Used to prepare reports as required by federal or state laws or regulations.</p>		<p>Retain at agency 3 yrs after submission of grant closeout letter; successful audit; destroy.</p>