

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**ALL STATE AGENCIES & POLITICAL SUBDIVISIONS**

Function  
**Grant Records**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

| No. | RECORD SERIES   | R.S. Code | RETENTION (YR.) Off. | R.C. | Total | REMARKS<br>(Include start point of retention.)   |
|-----|---|-----------|----------------------|------|-------|--|
| 1.  | <p><b>Grant Records</b><br/>Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the agency is the recipient, grantor, allocator, or administrator. Grants may come from federal or state government or foundations and other private funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.</p> <p>A. Grant Administration Records</p> |           |                      |      |       | <p style="text-align: center;">3</p> <p>After annual or final expenditure report submitted and approved or as specified in agreement, whichever is longer</p> <p>Supersedes Grant retention schedules found in the following Records Management Manuals: Records Retention and Disposition for:</p> <ul style="list-style-type: none"> <li>• Arizona State Agencies;</li> <li>• Arizona Counties;</li> <li>• Arizona Municipalities;</li> <li>• Arizona School Districts; and</li> <li>• Arizona Community Colleges and Districts</li> </ul> |

Approved by:

Approval Date:

**Director, Arizona State Library, Archives and Public Records**

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|-----|---|-----------|----------------------|------|-------|--|
|     | B. Unsuccessful Grant Application Records         |           |                      |      | 1     | After rejection or withdrawal  |
|     | C. Grant Programmatic Records                     |           |                      |      |       |  |
|     | 1. Historically Significant Projects Records      |           |                      |      | Perm  | Transfer permanent records to the State Archives when no longer needed.  |
|     | 2. All Other Projects Records                     |           |                      |      | 3     | After annual or final expenditure report submitted and approved or as specified in agreement, whichever is longer.   |
|     | D. Other copies found throughout the organization |           |                      |      |       | Delete or destroy when no longer needed, but do not keep longer than after funding agency requirements are met for record copies   |
|     |   |           |                      |      |       | Supersedes Grant retention schedules found in the following Records Management Manuals: Records Retention and Disposition for: <ul style="list-style-type: none"> <li>• Arizona State Agencies;</li> <li>• Arizona Counties;</li> <li>• Arizona Municipalities;</li> <li>• Arizona School Districts; and Arizona Community Colleges and Districts</li> </ul> |

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