

Grants

119	Grant Application & Closeout Report (Awarded)	This series consists of the original and modified grant applications submitted by a state agency, board or commission.	Hold five (5) years after close of grant, then transfer to Archives.
120	Grant Operating Files (Awarded - Routine)	This series consists of files related to grants for which a state agency, board or commission has received from the state, federal or private funds. Included are budget modifications, correspondence, invoices, pay vouchers, and other related files.	Hold five (5) years after close of grant, then dispose.
121	Grant Applications (Not Awarded)	This series consists of applications submitted by a state agency, board or commission seeking grant funds, but not awarded to the submitting agency.	Hold one (1) year after notification of no award, then dispose.
127	Grant Applications & Closeout Reports (Awarded)	This series consists of the original and modified grant applications submitted to a state agency, board, or commission.	Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.
128	Grant Operating Files (Awarded - Routine)	This series consists of files related to grants by a state agency, board, or commission to a state, local or private entity.	Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.
129	Grant Applications (Not Awarded)	This series consists of applications submitted to a state agency, board, or commission seeking grant funds but were not awarded to the submitting entity.	Hold one (1) year after notification of no award, then dispose. All challenges and litigation must be resolved prior to disposal.
236	Grant Operating Files (Awarded, Pass-through)	This series consists of files related to grants for which a state agency, board, or commission has received a federal pass-through grant. Included are budget modifications, correspondence, invoices, pay vouchers, and related items. (2 CFR 200.332)	Hold three (3) years after close of grant, then dispose. Must be held three (3) years after conclusion of audit.