

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

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G005 Grants

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G005.001	Grants Issued by the Commonwealth - Successful Applications Administrative Files Documentation of agency guidelines and grant programs. Includes, but is not limited to: <ul style="list-style-type: none"> • Grant announcements; • Applications; • Grantee evaluation summaries; • Notification of grant awards; • Fiscal reports and supporting documentation; • Correspondence related to grant monitoring; • Audit reports and related documentation; and • Project status, progress and compliance reports prepared and submitted by grantee. * AGY - Retain one (1) year after completion of grant, then transfer to the State Records Center for seven (7) years.	M	No	1Y	7Y	1
G005.002	Grants - Unfunded/Denied Documentation of an agency grant program. Includes, but is not limited to, application and related documentation. * AGY - Grant application denied plus one (1) year.	M	No	1Y	0Y	3
G005.003	Grants Received by Commonwealth Agencies Records relating to grant projects, proposals and funds received and expended by commonwealth agencies. May include, but is not limited to: <ul style="list-style-type: none"> • Copies of Requests for Proposals (RFP's); • Grant announcements; • Applications; • Notifications of grant awards; • Fiscal reports and supporting documentation; • Correspondence related to grant monitoring; • Audit reports and related documentation; • Status reports; and • Program certifications. * AGY - Retain one (1) year after completion of grant or one (1) year after retention period required by grantor, whichever period is longer, then transfer to State Records Center for seven (7) years.	M	No	1Y	7Y	1
G005.004	Grants Received by Commonwealth Agencies - Final Reports Copy of Final Report that is generated to document the deliverables of the program. * AGY - Contact State Archives for archival review after end of retention.	M	No	1Y	0Y	2