



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Federal Aid

Division: Administration Division

Sub-Section:

**TITLE:** Annual and Final Federal Aid Reports

**CUTOFF:** Issuance of final federal report

**DESCRIPTION:** Annual federal aid reports and final federal aid reports prepared by the Department and submitted to the applicable grantor federal agency.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21104

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Federal Aid Correspondence

**CUTOFF:** EOFFY

**DESCRIPTION:** Correspondence with Federal Agencies regarding federal aid received from various sources used to benefit the fish, forest and wildlife resources of the state. Most of our grants originate from the U.S. Fish and Wildlife Service.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21097

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Federal Aid Fiscal Records

**CUTOFF:** Issuance of final federal report

**DESCRIPTION:** Vouchers, copies of invoices, purchase orders, expense accounts and income information. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21101

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Federal Aid

Division: Administration Division

Sub-Section:

**TITLE:** Federal Aid Notices

**CUTOFF:** EOSFY

**DESCRIPTION:** Notices of Certification, Apportionment, unobligated balance and financial reports.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21098

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Federal Aid Project Agreements and Amendments

**CUTOFF:** Expiration of grant

**DESCRIPTION:** Original agreements between commission and federal government pertaining to grants.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21100

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Federal Aid Project Statements and Proposals

**CUTOFF:** Expiration of grant

**DESCRIPTION:** Federal aid project statements and proposals.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21099

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Federal Aid

Division: Administration Division

Sub-Section:

**TITLE:** Federal Funds - Compliance with General Requirements

**CUTOFF:** Submission to federal agency

**DESCRIPTION:** Documents dealing with indirect cost and all interest in relation to matching federal funds; applies to all grants for a specific year. (Per 43 CFR 12.82(c) (4))

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21105

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Land Acquisition and Federal Aid Grant File

**CUTOFF:** EOFFY

**DESCRIPTION:** Federal aid grant file pertaining to land acquisition projects. Retain on-site in support of on-going business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21103

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Payroll Records and Time Sheets

**CUTOFF:** Issuance of final federal report

**DESCRIPTION:** Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21102

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007