



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Federal Aid

Division: Administration

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

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

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: Months: Days:

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