



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Administration

Sub-Section:

TITLE: Environmental Protection Agency Grant Files

CUTOFF: End of State Fiscal Year in Which Final
Financial Status Report Submitted

DESCRIPTION: Records related to the expenditure of funds received under an Environmental Protection Agency (EPA) grant. Records include, but are not limited to, applications, grant awards, reports, expenditure records, and supporting documentation. Records kept per 40 CFR 35.6705.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23387

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024

TITLE: Federal Indirect Cost Report Proposals

CUTOFF: End of State Fiscal Year

DESCRIPTION: Documents used to develop and submit the annual indirect cost report proposal to the United States Department of Health and Human Services. Records include, but are not limited to, financial statements, budgets, accounting and expenditure reports, and organizational charts.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7842

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024

TITLE: Special Financial Reports

CUTOFF: End of State Fiscal Year in Which Final
Financial Report Submitted

DESCRIPTION: Reports asked for on a regular basis not outlined in other series. Records include, but are not limited to, expenditure reports to the Association of State and Territorial Health Officials and Federal Agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7795

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024