

General Records Schedule

1.2 Cooperative agreements (for financial assistance) – Program Records

Items	Record Descriptions	Disposition Instructions
010	<p>Grant and cooperative agreement program management records.</p> <p>Records related to the coordination, implementation, execution, monitoring, and completion of grant and cooperative agreement programs, such as:</p> <ul style="list-style-type: none"> • background files <ul style="list-style-type: none"> ○ Program Announcements ○ Notice of Funding Availability or Funding Opportunity Announcement, including Federal Register notices ○ Requests for Proposals • application packages (blank forms, instructions, guidelines, templates, checklists, evaluation criteria, etc. for a specific funding opportunity) • application evaluation files (panel composition, correspondence, instructions, etc. for a specific funding opportunity) <p>Note: If an agency believes certain program management records warrant permanent retention, it must submit a records schedule to NARA to cover these records.</p> <p>Exclusion 1: Policy records documenting the legal establishment, goals, objectives, development, implementation, modification, and termination of agency grant and cooperative agreement programs are not authorized for disposal. The type and significance of these programs vary widely among agencies, so no single disposition can be applied to the records on a Government-wide basis. An agency must submit a records schedule to NARA to cover these records or apply an existing schedule.</p> <p>Exclusion 2: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.</p>	<p>Temporary. Destroy 3 years after final action is taken on the file, but longer retention is authorized if required for business use.</p> <hr/> <p>Disposition Authority DAA-GRS-2013-0008-0007</p> <hr/> <p>Date Edited: September 2016</p>