

RECORDS RETENTION

Title I Programs must adhere to the guidelines provided in [EDGAR 80.42](#) regarding records retention and access to records. In Delaware, **each LEA has an established retention schedule with Delaware Public Archives**. For additional information, contact Delaware Public Archives Government Services at (302) 744-5039.

At a minimum, EDGAR 80.42 requires grant recipients to retain records for a period of three fiscal years (five calendar years) after the day the final expenditure report for a project has been submitted. If any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the three-year period, the records in question must be retained until completion of the action and resolution of all issues, or until the end of the normal three-year period, whichever is later.

REQUIRED FILES

- 1) Award letter(s)
- 2) Documentation of approved waivers, extensions and/or amendments (if applicable)
- 3) Record of cash requests
- 4) Record of cash receipts
- 5) Cash disbursements records
- 6) Matching expenditures
- 7) Annual and Final Expenditure Reports
- 8) Documentation of meetings (i.e. Title I annual meetings, Affirmation of private school consultation, Private School Intent to Participate letters)
- 9) Semi-Annual Certifications and monthly Time and Effort reports
- 10) Annual Principal Attestations
- 11) Plans for teachers not-HQT
- 12) LEA Parent Involvement Policy
- 13) Parent notifications (i.e. Title I/ Improvement Status, Parent Right to Know Teacher Qualifications, SES/Choice)
- 14) Contracts (i.e. SES vendors, Private School Program Vendors)

ADDITIONAL RESOURCES

[EDGAR](#)