

State of Nevada NSLA: Library and Archives Development

Version Date: 09/18/2013

2007040 Library Services and Technology Act (LSTA) Grant Records

Reviewed: 8/8/2012

Description: These records document the Library Services and Technology Act (LSTA) grants administered by this agency (See 20 U.S.C. §§ 9121 et seq. and 34 CFR Part 80). The files may include: copies of fiscal documents and reports, certification documents, disclosure documents, state plan (see 20 U.S.C. § 9134 and 34 CFR Part 80), project applications, sub-grantee reports, federal programmatic reports, related correspondence and similar documentation.

Retention: Retain all records associated with the five-year plan for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for that five-year plan period.

Disposition: Destroy Securely

2007041 Library Services and Technology Act (LSTA) Grant Records: Technology Enhancement

Reviewed: 8/8/2012

Description: These records document the Library Services and Technology Act (LSTA) grants that are used to purchase equipment, software and similar material. The files may include: copies of fiscal documents and reports (including purchase orders), federal programmatic reports, project applications, sub-grantee reports, related correspondence and similar documentation.

Retention: Retain all records associated with the five-year plan for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for that five-year plan period.

Disposition: Destroy Securely

2007042 Library Services Construction Act (LSCA) Grant Records: Public Library Construction

Reviewed: 8/8/2012

Description: These records document the Library Services Construction Act (LSCA) grants used to construct, remodel or repair public libraries. The files may include: copies of fiscal documents, project applications, sub-grantee reports, blue prints (and associated documents), federal program reports, related correspondence and similar documentation.

Retention: Retain these records for a period of twenty (20) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for the project.

Disposition: Destroy Securely