

State of Nevada EDU: Administrative and Fiscal Services: GEARUP

Version Date: 10/16/2013

2007093 GEAR UP Grant Administrative Files

Reviewed: 11/14/2007

Description: These records are used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program (See 20 U.S.C. §§ 1070a et seq. and 34 CFR Part 694). The files may contain but are not limited to: Copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.); Original signed letter from the Governor; Program financial and narrative reports; Compliance reviews; Monitoring documentation; Participating school files (including contact information, coordinator information, correspondence, activity reports, etc.); Related program correspondence. and: Similar documentation

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful.

Disposition: Destroy Securely

2007094 GEAR UP Grant Database

Reviewed: 11/14/2007

Description: This electronic record system is used to administrate and monitor the activities of the GEAR UP program. Data may include but is not limited to: Student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.); Survey information (student and parent/guardian surveys); Services provided to student; Services provided to parents; Services provided to teachers; Family participation; School coordinator data; Teacher / professional data; Participating school data; Reports, and; Similar data

Retention: Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle.

Disposition: Destroy Securely

2007095 GEAR UP Scholarship Payment Files

Reviewed: 11/14/2007

Description: These records document the use and payment of GEAR UP Scholarships (See 20 U.S.C. §§ 1070a et seq. and 34 CFR Part 694). The files may contain but are not limited to: Notification of Federal Subgrant Awards; Request for Federal Funds for Project Activities; Contact and program related documentation from participating units of the Nevada System for Higher Education; Student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.); Fiscal documentation (including internal database reports, IFS Advantage™ reports, reports from the State Treasurer & State Controller's Office, etc.): Related correspondence. and: Similar documents

Retention: Retain these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.

Disposition: Destroy Securely

2007096 GEAR UP Scholarship Student Eligibility Database

Reviewed: 11/14/2007

Description: This electronic record system is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes, but is not limited to: Student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.); Participating units (of the Nevada System for Higher Education) data; Fiscal data. and: Similar data

Retention: Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.

Disposition: Destroy Securely