

U.S. EPA RECORDS SCHEDULE 183

DRAFT: 10/4/02

SERIES TITLE:

Grant and Other Agreement Oversight

PROGRAM:

Grants

EPA SERIES NO:

183

AGENCY FILE CODE:

OVER 183

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Agency-wide

DESCRIPTION:

Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements.

Excludes: Records relating to the day-to-day administration of grants and agreements which are scheduled separately.

DISPOSITION INFORMATION:

a. Record copy - Superfund site specific

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 30 years old.

b. Record copy - other than Superfund site specific

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 7 years old.

c. Electronic copies created with word processing and electronic mail applications

Disposable.

Delete when record copy is generated.

ARRANGEMENT:

Arrangement varies.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:**MEDIUM:**

Paper, electronic

FUNCTIONS SUPPORTED:

Grant administration

SPECIFIC LEGAL REQUIREMENTS:

None

REASONS FOR DISPOSITION:

Retention meets EPA's administrative, fiscal, and legal needs.

AGENCY-WIDE GUIDANCE:

The Grants Management Offices (GMOs) receive final certification of project completion from project officers. The GMOs are responsible for requesting final audits if applicable and required for closeout.

Grants specialists and grants management officers should maintain a record of all evaluative on-site visits and/or desk review protocols and reports in the official project files covered by the following schedules:

EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific

EPA 003 - Grants and Other Program Support Agreements (other than Superfund site specific)

EPA 232 - Waste Water Construction and State Revolving Fund Grants

See the following documents for additional information on EPA's post-award grant policies and procedures:

Interim EPA Order 5700.4 - Interim Grantee Compliance Assistance Initiative Policy

EPA Order 5700.3 - EPA Policy for Post-Award Management of Grants and Cooperative Agreements by Headquarters and Regional Offices

OGD Policy GPI 98-6 - Post-Award Management of Assistance Agreements

The Integrated Grants Management System (IGMS) is covered by EPA 009 and the Grants Information and Control System (GICS) is covered by EPA 575.

Records related to the development and overall management of the grants program are covered by EPA 597 - Assistance and Interagency Agreement Program Management File.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CONTROLLING UNIT:

Unit:

Multiple units

Location:

Inclusive Dates:

Volume on Hand (feet):

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact:

Mail Code:

Telephone:

Office:

RELATED ITEMS:

- EPA 001
- EPA 002
- EPA 009
- EPA 232
- EPA 575
- EPA 597

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

Approval Date EPA:

Approval Date NARA:

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11/20/00

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