



## RISE CHARTER SCHOOL

### Policy 7237: Retention of Records Relating to Federal Grants

Status: ADOPTED

Original Adopted Date:

Last Reviewed Date:

### Retention of Records Relating to Federal Grants

The Board directs the Executive Director or designee to ensure that fiscal records related to federal grants are retained for a minimum of six years from the obligation of funds. These records shall be available for inspection if required.

To the extent practical, these records shall be collected, transmitted, and stored in an open, machine-readable format. For the purposes of this policy, “machine-readable” means a format that is in a standard computer language – not English text – that can be read automatically by a computer system.

### Procedures

The RISE Charter School shall maintain records that fully show:

1. The amount of funds under the grant or subgrant;
2. How the RISE Charter School uses those funds;
3. The total cost of each project;
4. The share of the total cost of each project provided from other sources;
5. Other records to facilitate an effective audit; and
6. Other records to show compliance with federal program requirements.

The RISE Charter School shall also maintain records of significant project experiences and results. These records and accounts shall be retained and made available for programmatic or financial audits.

In accordance with State Department of Education record retention policy 4.16.02 Administration of Federal Grant Program, the RISE Charter School shall maintain all fiscal and programmatic records relating to federal grants for a minimum of five years and one additional audit.

The RISE Charter School will destroy paper records by shredding only. In the event of the

disposal of computers or electronic equipment that may contain confidential student or personnel records, the RISE Charter School will ensure that hard drives are appropriately “wiped” clean of information prior to disposal.

The RISE Charter School shall retain records based on the schedule provided in Policy 8605.

### **Collection and Transmission of Records**

The RISE Charter School shall maintain electronic records in the 3M system, and paper records shall be maintained in the RISE Charter School office under the supervision of the Business Manager or designee. The clerk will have authorized access as directed. Electronic and/or paper records shall be provided to awarding agencies to meet reporting requirements and to auditors and monitors, as appropriate and required. Records that are kept electronically may be transmitted electronically as allowed by 2 CFR 200.335.

### **Access to Records**

The RISE Charter School shall provide the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other records of the RISE Charter School which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the RISE Charter School's personnel for the purpose of interview and discussion related to such documents.

### **Privacy**

Access to both the 3M system, personnel files, the Student Management System, confidential student files, Special Education IEP files shall be password protected in the case of electronically maintained records and kept in locked filing cabinets in the case of paper records. These records are maintained under the supervision of the Executive Director or designee and the Business Manager, or Federal Programs Director with exclusive access to paper files and passwords for electronic systems. The RISE Charter School clerk may also have access to these records. Employees shall be trained in the requirements of the Family Educational Rights and Privacy Act (FERPA). If a request for confidential information is received from a source not having clear authority under FERPA or other statute, the RISE Charter School shall consult appropriate legal counsel prior to providing records.

### **Legal Reference:**

34 C.F.R. § 76.730-.731

34 C.F.R. § 75.730-.731

34 C.F.R. § 75.732

2 CFR 200.335

2 C.F.R. §§ 200.333-.337

**Other Reference:**

Idaho SDE IDEA Part B Funding Manual

**Policy History:**

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