



RECORDS RETENTION SCHEDULE FOR LSTA MATERIALS

Library Services and Technology Act (LSTA)

The LSTA Grants to States program has a five-year funding cycle that starts with the submission and approval of the Five-Year Plan, continues with the awarding of five consecutive annual Grant Awards and their respective Reports, and ends with a Five-Year Evaluation. All of these parts are directly related and cannot function independently of the others.

Records must be kept for three years after the State Library Administrative Agency (SLAA) submits the last expenditure report for that period (2 CFR 200.334).

Since the entire five-year package of documents is pertinent to the Grants to States program, records for all documents associated with that five-year period must be kept until three years after the last report is submitted. Typically, the last reports to be submitted for a given five-year period are the fifth year's State Program Report (SPR) and Financial Status Report (FSR). Thus, all documents pertinent to the Grants to States program for the period from FY 2018 through FY 2022 must be kept until three years after the submission of the last expenditure report for FY 2022 (due January 2024), or at least through January 2027; the records for the period from FY 2023 through FY 2027) need to be kept through January 2032. Audits for any of the state's fiscal year LSTA activities can extend the records retention period; documents must be retained for a period of three years following the resolution of an audit.

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