



RECORDS RETENTION SCHEDULES FOR LSTA & LSCA 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 200.333).

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 2008 through FY 2012 must be kept until three years after the submission of the last expenditure report for FY 2012 (due December 2013), or at least through December 2016; the records for the period from FY 2013 through FY 2017) need to be kept through December 2021. 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.

Library Services and Construction Act (LSCA) Title II – Public Library Construction

The period of use for LSCA Title II funds is not limited, and federal regulations maintain that a “Federal Interest” is attributable to all state projects funded in part by Title II for a period of twenty years after the completion of those projects. For state construction projects that have already been completed, IMLS will maintain completion reports; the states, however, must maintain all records pertaining to their projects, including blueprints. Accurate records are always important, but they become critical when a library that is constructed with Title II funds outgrows the facility and needs to be remodeled or moved to another building, or is no longer used as a library and needs to be sold. Approval for any changes to the property must be approved by IMLS, and the percentage of federal interest must be updated.

LSCA Title II - Technology Enhancement

Title II funds used for technology projects, rather than for construction projects, do not have the twenty-year retention requirement. Since a technology project, funded with Title II funds is likely to have been funded using the state's Five-Year Plan, treat these records as those they were funded with LSTA funds.