

# North Dakota Department of Public Instruction

## TITLE I FAST FACT SERIES

### Issue: Retention of Title I Files, Materials, Supplies, and Equipment

#### Files

Title I programs must adhere to the guidelines provided in EDGAR 80.42 regarding records retention and access to records. At a minimum, EDGAR 80.42 requires grant recipients to retain records for a period of three fiscal years, plus the current school year (five calendar years) after the day the final expenditure report for a project has been submitted. If any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the three-year period, the records in question must be retained until completion of the action and resolution of all issues, or until the end of the normal three-year period, whichever is later. After the retention time has lapsed, all confidential files should be shredded.

#### *Required Files*

- Consolidated Application and award letter(s)
- Documentation of approved waivers, extensions and/or amendments (as applicable)
- Record of purchase requests, receipts, and disbursements
- Matching expenditures
- Mid-Year and Final Financial Reports
- Documentation of meetings (i.e. board meetings approving application, board meetings approving authorized representative, Title I annual review meetings, affirmation of private school consultation, private school Intent to participate letters)
- Semi-annual certifications and monthly time and effort reports
- Signed building budgets (targeting districts only)
- Plans for teachers not highly qualified
- District and school parent involvement policy and compact
- Parent notifications (i.e. AYP notification, Title I program improvement status, parents' right to know clause, four week notice on non-qualified staff, supplemental education services/school choice)
- Contracts (i.e. supplemental education services vendors, contracted vendors)
- Title I student portfolios (i.e., student selection process, student progress report, parent permission, parent denial of services)
- Parental involvement (i.e., annual parent meeting, training opportunities for parents, assessment of parental involvement)

#### Materials and Supplies

Although materials and supplies (defined as those with a value under \$750) are not required to be officially inventoried, they must be marked as "Property of XYZ School District Title I Program." Five years after the purchase date, the items become property of the public school district. The district can use its discretion to keep these items as part of the Title I program, transfer them out of the Title I program for general education use, or dispose of the items as they see fit.

#### Equipment (defined as those items valued at \$750 or more, including ALL computers)

Equipment, which must be kept on an official inventory, must be marked as "Property of XYZ School District Title I Program." Five years after the purchase date, the equipment is considered property of the public school district. The district can use its discretion to keep these items as part of the Title I program, transfer them out of the Title I program for general education use, or dispose of the items as they see fit.

If you have questions regarding this issue, please contact:

Department of Public Instruction  
State Title I Office  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440

Telephone: (888) 605-1951

Fax: (701) 328-4770

Website: [www.dpi.state.nd.us/title1/index.shtm](http://www.dpi.state.nd.us/title1/index.shtm)