FUNCTIONAL SCHEDULE - DISPOSITION OF GRANTS RECEIVED BY AN AGENCY

Major grant for new initiative or promoting core functions?

Example of a major grant (RC No.535.P)

The grant awarded to the State Archives by the Library of Congress for the Geospatial Multistate Archive and Preservation Partnership (GeoMAPP) is an example of a "major grant" as the project involved partners in multiple states working together on a new initiative for preserving geospatial data. The records for this grant went through the appraisal process and were recommended for accessioning to the State Archives.

Yes → **Permanent (appraisal required) RC.No. 535.P**

No → **Routine state or nongovernmental grant?**

Example of a Routine State Grant (RC No. 535.5)

A grant awarded by the Governor's Highway Safety Program to the NC State Highway Patrol (SHP) for the "Booze It and Lose It" campaign is an example of this type of grant. In this example, the SHP could destroy records five years after submission of the final report. However, the final report prepared by the granting agency, in this instance the Governor's Highway Safety Program, is covered by RC 533.A and would have a disposition of PERMANENT (archival).

No → **Routine federal grant** → **Destroy 3 years* after submission of final report RC No. 535.3**

Example of a Routine Federal Grant (RC No. 535.3)

A grant that the State Archives received from the National Archives National Historical Publications and Records Commission to arrange, describe, and provide online access to two collections of North Carolina's early court records is an example of a routine Federal grant.

Yes → **Destroy 5 years* after submission of final report RC.No. 535.5**

* The Functional Schedule describes the minimum time a record should be retained. The grant may stipulate a longer retention so check individual requirements.

For all records retention questions, contact a records analyst:
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NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES