

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
Department of Curriculum and Instruction	Regulations, Guidelines, and Procedures for Supported Programs	Office of Title I	3 yrs. Until superseded
Department of Curriculum and Instruction	Project Financial Status Report-ESEA Title I) CUSP Form 353 04-01/73)	Office of Title I	Permanent or as prescribed by specific regulations.
Department of Curriculum and Instruction	Listing of Identified Children in ESEA Title I Program	Office of Title I	5 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Application LSCA-Title I-Project VIII (LDS Form 283 14-01/73)	Office of Title I	Permanent or as prescribed by specific regulations.
Department of Curriculum and Instruction	Application for Federal Library Services & Construction Act Funds-Title I-Services (LDS Form 283 15-08/74)	Office of Title I	Permanent or as prescribed by specific regulations.
Department of Curriculum and Instruction	ESEA Title I School Comparability Report (CUSP Form 353 01-01/73)	Office of Title I	3 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Title I Participation Report	Office of Title I	4 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Title I Comparability Report	Office of Title I	3 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Notification of Grant Award, ESEA Title I	Office of Title I	Permanent or as prescribed by specific regulations.
Department of Curriculum and Instruction	Notification of Grant Award, ESEA, Title I School Improvement	Office of Title I	Permanent or as prescribed by specific regulations.

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16