

Volunteer Iowa Document Retention Timeline

This document provides Volunteer Iowa and its programs with the document retention period for federal grant-related documents. Federal document retention policies require that programs retain all records; including financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records related to the grant agreement for a period of three (3) years following the date of final payment or completion of any required audit and resolution of any findings, whichever is earlier.

AmeriCorps Grant Type	CNCS Grant Prime	Iowa Subgrant Numbers	*Project Timelines For grants with start and end dates within these periods.	**Discard/ Destruction Date
Formula Fixed Amount Grant	13FXHIA003	13-FX-##	9/1/13-11/30/16	2/28/2020
		14-FX-##		
		15-FX-##		
Education Award Only Grant	13ESHIA001	13-EA-##	9/1/13-11/30/16	2/28/2020
		14-EA-##		
		15-EA-##		
Competitive Fixed Amount Grant	14ESHIA001	14-CX-##	9/1/14-12/31/17	3/31/2020
		15-CX-##		
		16-CX-##		
Operation AmeriCorps	15ACHIA001	15-OA-##	7/1/15-8/31/17	11/30/2020
		16-OA-##		
Competitive Cost Reimbursement	15ACHIA002	15-AC-##	8/18/15-11/30/18	3/1/2022
		16-AC-##		
		17-AC-##		
Formula Cost Reimbursement	15AFHIA001	15-AF-##	9/1/15-11/30/19	2/28/2023
		16-AF-##		
		16-AP-##		
		17-AF-##		
		17-AP-##		
		18-FR-##		
Formula Fixed Amount Grant	16FXHIA001	16-FX-##	9/1/16-8/31/19	11/30/22
		18-FX-##		
Competitive Fixed Amount Grant	17ESHIA001	17-CX-##	9/1/17-11/30/20	2/28/23
		18-CX-##		
		19-CX-##		
Competitive Reimbursement	18ACHIA001	18-AC-##	8/1/18-11/30/21	To be determined
		19-AC-##		
		20-AC-##		
Formula Cost Reimbursement	18AFHIA001	18-AF-##	8/1/18-7/31/22	To be determined
		19-AF-##		
		20-AF-##		
		21-AP-##		
Formula Fixed Amount Grant	20FXHIA002	20-FX-##	9/1/20-8/31/23	To be determined
		21-FX-##		
Competitive Fixed Amount Grant	20ESHIA001	20-CX-##	9/1/20-8/31/23	To be determined
		21-CX-##		
Competitive Reimbursement	21ACEIA001	21-AC-##	8/1/21-7/31/24	To be determined
Formula Reimbursement	21AFEIA001	21-AF-##	8/1/21-7/31/24	To be determined

* Grants prior to the grants listed on this page are beyond the document retention period and may be discarded/destroyed in accordance with your organizational policies.

** Three years from date of commission's submission of final FFR report or in the case of fixed grants, three years from 90 days past the end date of the grant period.