

Effective Record Keeping

1. Organization: All documents must be systematically organized by category and date.
2. Labeling: Each document must be clearly labeled to facilitate immediate identification.
3. Accessibility: All documents shall be readily accessible to authorized personnel to ensure efficient retrieval and usage.
4. Security: All documents must be maintained in secure electronic and physical formats, with particular emphasis on expenditure documentation, budgets, amendments, award notifications, and reports.

Categorization and Labeling

1. Program Records: Program records are required to include vital details, such as:
 - Proposals
 - Partnership Agreements, MOUs, MOAs
 - GAN(s)
 - Letter of Intent or Support
 - Budgets
 - Program/Proposal Amendments
 - Program Evaluation Data
 - Student/Partnership/Personnel Participation
 - Expenditures
 - Program Reports
2. Personnel Records should comprehensively document employee information, including:
 - Contractual Details
 - Duties/Responsibilities
 - Performance Evaluations
 - Time Sheets
 - Employee Work Logs

Note: This information is relevant solely to authorized personnel, supervisors, and program directors.

3. Financial Records must encompass a broad spectrum of information, including:
 - Financial Transactions
 - Expenses
 - Budget documents
 - Invoices
 - Purchase orders
 - Requisitions
 - Contracts
 - Reimbursements

Data Integrity and Documentation

1. **Accurate and Complete Information:** All documents must contain correct dates, signatures, and all requisite supporting documentation as mandated by the department supervisor.
2. **Version Control:** When revising documents, it is critical to maintain a clear record of all changes, including dates and reasons for modifications, in accordance with the guidelines established by the department supervisor or program director.

Electronic Storage and Access

1. **Secure System:** Utilize a reliable system with appropriate security measures to protect sensitive data, including password and access controls for authorized personnel.
2. **Backup Procedures:** To prevent data loss, electronic records must be backed up regularly.
3. **Scanned Documents:** When electronically storing physical documents, it is necessary to ensure that high-quality scans are produced with proper indexing to facilitate easy retrieval.

Retention Policies

1. **Compliance and Regulations:** Strict adherence to state and federal guidelines regarding the retention of specific types of records is required.
2. **Record Retention Schedule:** A comprehensive system must be implemented to manage record retention, which includes clear procedures for the storage and retrieval of documents, data, and financial records.