

3e. Documentation and Records Retention

AmeriCorps programs are required by accepting federal funds to carefully document the “who, what, when, where how and why” of the AmeriCorps grant to show that:

- Service activities in the scope of the grant occur
- Member training is planned and delivered
- Volunteers are recruited, trained and supervised by members
- All data is appropriately collected, organized, aggregated and stored
- Data is valid and reliable
- Performance measurement targets are accurate and realistic
- Source documents for Performance Measures are valid and reliable
- Members are appropriately supervised
- Program complies with AmeriCorps Terms and Conditions
- Program plans and implement National Days of Service projects
- Program complies with Subgrant Agreement
- Program has policies and procedures which are consistently followed
- Data reported matches the data in the program’s files

Programmatic and financial records for AmeriCorps programs must be retained for three years beyond the date of final closeout of the Nevada Volunteers Prime application under which programs were funded (45 CFR 2541.420). If you are unsure about how long records should be retained, please contact your Nevada Volunteers contact.