



State and Federal Programs **INFORMATIONAL BULLETIN #0006**

DATE: July 1, 2022
TO: Site Administrators
RE: **STATE AND FEDERAL PROGRAMS DOCUMENTATION AND RETENTION**

Stockton Unified School District has a contractual responsibility to ensure all facets of the Title I, II, III, IV and other state and federal program obligations are met. The district enters into this agreement when accepting state and federal funding to support the students of Stockton.

The district's Board Policy and Administrative Regulation 3230 describes the district's responsibility to comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in Title 2 of the Code of Federal Regulations, at Sections 200.0200.521 and Appendices I-XII, and any stricter state laws or District policy.

- Board Policy 3230 – Federal Grant Funds:
<https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/159/3230%20BP%20-%20Federal%20Grant%20Funds%20-%20Rev.%2012-14-21.pdf>
- Administrative Regulation 3230 – Federal Grant Funds:
<https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/159/3230%20AR%20-%20Federal%20Grant%20Funds%20-%20Rev.%2012-14-21.pdf>

Retention of Files

The district's Board Policy and Administrative Regulation 3580, sets forth parameters pertaining to district documents and their timeline of retention and allowability of disposal.

- Board Policy 3580 – District Records:
<https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/159/3580%20BP%20-%20District%20Records%20-%20Rev.%208-27-19.pdf>
- Administrative Regulation 3580 – District Records:
<https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/159/3580%20AR%20-%20District%20Records%20-%20Rev.%208-27-19.pdf>

Title I Program Records

To appropriately and adequately meet these obligations, State and Federal Programs has identified an online (web-based) compliance and data repository tool, Title1Crate, to assist in the collection, storing and reporting of data. This system has a component to aide in meeting the reporting requirements necessary for the federal program monitoring (FPM) that occurs on average for SUSD every two years.

To access Title1Crate:

- Enter <https://www.806technologies.com/title1crate> in your Internet browser's URL field
- Enter your user credentials