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| **To be Retained by the Library for Program Compliance. Starting with FY15-16, documents need to be retained for at least 10 years.**   1. **USAC Forms & Certifications**   🞏 1. Form 470 – Description of Services Requested  🞏 Form 470 Delivery confirmation  🞏 2. Form 471 – Description of Services Ordered  🞏 Form 471 Delivery confirmation  🞏 Item 21 Attachment  🞏 3. Form 472 – Billed Entity Applicant Reimbursement Request  🞏 Form 472 Delivery confirmation  🞏 4. Form 479 – CIPA Compliance Form  🞏 Form 479 Delivery confirmation  🞏 5. Form 486 – Receipt of Service Confirmation Form  🞏 Form 486 Delivery confirmation  🞏 6. Form 500 – Adjustment to Funding Commitment  🞏 Form 500 Delivery confirmation   1. **USAC Letters**   🞏 1. Form 470 Receipt Notification Letter (RNL)  🞏 2. Form 471 Receipt Acknowledgement Letter (RAL)  🞏 3. Funding Commitment Decision Letter (FCDL)  🞏 4. Form 486 Notification Letter  🞏 5. Form 500 Notification Letter  🞏 6. BEAR Notification Letter  🞏 7. Quarterly Disbursement Reports (QDR)  🞏 8. Other USAC Letters   1. Competitive Bidding, Vendor Evaluation & Contracts   🞏 1. State Procurement Regulations (printout or website reference)  🞏 2. Local Procurement Regulations ( printout or website reference)  🞏 3. RFP/Public Notice/Advertisement  🞏 4. All vendor responses & Bids received ( winning & losing)  🞏 5. Bid Evaluation Criteria, Evaluation Matrix & Bid Ratings  🞏 6. Notice of Award Letter  🞏 Notice of Award Letter - Signed acceptance  🞏 7. Miscellaneous Bid documents (memorandums, board minutes, meeting notes)  🞏 8. Signed and Dated Contracts/Service Agreements  🞏 9. Contract Amendments/Addendums/Extensions  🞏 10. Vendor Correspondence |

4. PIA Review

🞏 1. Letter of Agency (LOA) – For consortium

🞏 2. Consultant Agreement or LOA

🞏 3. Responses to PIA/SLD inquiries (PIA requests, emails, faxes, case numbers)

🞏 4. Entity eligibility documentation (State website printout, matching records, etc.)

🞏 5. Discount eligibility calculation documentation

🞏 6. Product Service Eligibility (warranties, product descriptions, network diagrams, equipment identification records.

🞏 7. Budget (final approved budget, superintendent letter, budget draft, grant letters)

🞏 8. Request to Cancel Services.

1. CIPA (Children’s Internet Protection Act)

🞏 1. Documentation of Actions taken to comply with CIPA (e.g. public notice, public meeting, website notice, hearing minutes, etc.

🞏 2. Filtering documentation (purchase, installation, usage)

🞏 3. Internet Safety Policy

1. Invoicing & Payments

🞏 1. Library bills from Service Providers (complete invoices)

🞏 2. Reconciliation Worksheet

🞏 3. Service Certifications

🞏 4. Proof of Payment of both discount and non-discounted charges (cancelled check, bank statement).

🞏 5. BEAR ONLY: Verification of reimbursement from Vendor (check, etc.)

🞏 6. Miscellaneous invoicing Documents: Memos to vendors, notes, emails

1. Change Requests & Appeals

🞏 1. Appeals Request

🞏 Appeals Delivery receipt (proof of postmark, fax confirmation)

🞏 2. Service Substitution Request

🞏 4. SPIN Change Request

🞏 5. Documentation of Funds Returned to USAC

🞏 6. Invoice Deadline Extension Request

🞏 7. Service Deadline Delivery Request

🞏 8. Transfer of Equipment Notification

1. Miscellaneous Documents

🞏 1. PIN Mailer (for the authorized user)

🞏 2. Site Visit documentation

🞏 3. Audit documentation