

American Indian Education Center Program Documentation Requirements

Applicant Name:

The signature on Page 2 certifies that the following documents, if applicable, are current and are maintained in the American Indian Education Center offices located at the address provided below.

Address:

1. Agencies shall retain the following records for five years after the completion of any required audit:
 - a. Complete personnel files for all employees
 - b. Salary and benefit schedules for each position
 - c. Job descriptions
 - d. Copies of all contracts
 - e. Articles of incorporation
 - f. Current private nonprofit status, if applicable
 - g. Charter, if applicable
 - h. Tribal bylaws or tribal agreement and tribal resolution, if applicable
 - i. Bylaws of the Board of Directors
 - j. Records of all policies, meetings, and decisions of the Board of Directors
 - k. Bylaws of the Parent Advisory Council (PAC)
 - l. Records of an active PAC, including:
 - i. Participant list made up of parents with children who are served by the program
 - ii. Documents indicating the PAC's service in an advisory capacity to the agency's governing board
 - m. Policies and procedures on:

- i. Employment
- ii. Conflict of interest in employment
- iii. Nepotism
- iv. Employee grievances
- v. Participant grievances
- vi. Transportation/Van
- vii. Smoke and drug-free workplace
- n. Audited Final Revenue and Expenditure Report (AUD 9529)
- o. Complete inventory of items purchased through this funding source
- p. Documentation of insurance for the following:
 - i. Liability
 - ii. Transportation of students
 - iii. Van
 - iv. Fire
 - v. Theft
 - vi. Other
- q. Maintenance and service contracts for equipment

Title:

Signature:

Date: