

Huntingdon Special School District Procedure for Collection and Transmission of Records June 2016

In accordance with 2 C.F.R. § 200.334, Huntingdon Special School District will collect and transmit records of federal projects in the following manner:

- Whenever possible, Federal award-related information will be collected and transmitted in open and machine readable formats rather than in closed formats or on paper.
 - Most Federal award-related projects information is now collected, stored, and transmitted via the Tennessee Department of Education ePlan system.
 - For all records that are not yet available on ePlan, records will be maintained at the central office in paper form.
- In the event no electronic file transmission is available, the Federal awarding agency must provide or accept paper versions of Federal award-related information to and from the district entity upon request of the district.
- If paper copies are submitted, the Federal awarding agency must not require more than an original and two copies.
- When original records are electronic and cannot be altered, paper copies neither have to be created or retained.
- When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.