

E-rate Document Retention Requirements*

**This list is a comprehensive list, but not an exhaustive one. If you are wondering if you should keep a document or record that pertains to your E-rate funding and it isn't on the list, include it in your files. For further explanation, see FCC's Fifth Order*

BIDDING PROCESS	
Beneficiary	Service Provider (winning SP only)
Requests for Proposals (RFPs)	Any of the relevant documents described in the Beneficiary list
Evidence of RFP publication or posting date	A copy of the winning bid submitted to the beneficiary
Documents describing the bidding evaluation criteria and weighting	Any correspondence with the beneficiary
Bid evaluation worksheets	
All written correspondence between the beneficiary and prospective bidders regarding the products and services sought	
All winning and losing bids submitted	
Documents related to the selection of service provider(s)	
All documents used during the competitive bidding process	
Any correspondence with service providers related to the procurement process	

CONTRACTS	
Beneficiary	Service Provider
Executed contracts	Executed contracts
All amendments and addendums to the contracts	All amendments and addendums to the contracts
Any other agreements relating to E-rate between the beneficiary and service provider, such as up-front payment arrangements.	Any other agreements relating to E-rate between the beneficiary and service provider, such as up-front payment arrangements.

APPLICATION PROCESS	
Beneficiary	Service Provider
All documents relied upon to submit the Form 471	
National School Lunch Program eligibility or alternative discount mechanism documentation supporting the discount percentage sought	
Documents to support the necessary resources certification, including budgets	
Documents used to prepare the description of services	

PURCHASE AND DELIVERY OF SERVICES			
Beneficiary		Service Provider	
	All documents related to the purchase and delivery of E-rate eligible services and equipment		All documents related to the purchase and delivery of E-rate eligible services and equipment
	Purchase requisitions		Any other applicable documents listed for the Beneficiary
	Purchase orders		
	Packing slips		
	Delivery and installation records showing where equipment was delivered and installed or where services were provided		

INVOICING			
Beneficiary		Service Provider	
	All Invoices		All Invoices and associated billing records
	Records proving payment of the invoice such as the following:		Records showing invoice payment by beneficiary to the service provider
	<ul style="list-style-type: none"> • Accounts payable records 		USAC payment to the service provider
	<ul style="list-style-type: none"> • Service provider statement 		
	<ul style="list-style-type: none"> • Beneficiary check 		
	<ul style="list-style-type: none"> • Bank statements 		
	<ul style="list-style-type: none"> • ACH transaction record 		
	Proof of receipt and deposit of payment		

INVENTORY			
Beneficiary		Service Provider	
	Asset and inventory records of equipment purchased and components of supported internal connections services sufficient to verify the location of such equipment		
	Detailed records documenting any transfer of equipment within three years after purchase and the reasons for such a transfer.		

FORMS AND RULE COMPLIANCE	
Beneficiary	Service Provider
All official notification records from USAC	All official notification records from USAC
FCC Form 470	
FCC Form 470 certification/signature pages with time stamp	FCC Form 473
FCC Form 471	FCC Form 474
FCC Form 471 certification/signature pages with time stamp	FCC Form 498
FCC Form 479	Service check documents
FCC Form 486	
FCC Form 498	
FCC Form 500	
FCC Form 472	
Any documents/information submitted to USAC during program integrity (PIA) review	
Any documents/information submitted to USAC during Invoicing Review	
Any documentation related to SPIN change requests.	
Any documentation submitted to USAC related to other requests, e.g. service substitutions, service extensions, etc.	
Documents to provide compliance with other program rules, such as relevant records to show compliance with CIPA.	
Recommended: Documents showing "proof of postmark" for all submissions.	
Service Certification Documents	