

Grant and Contract End Data Storage Verification Form



The Data Storage Verification Form confirms and assigns District and School responsibility to maintain all documentation associated with the USU STARS! GEAR UP partnership grant. In compliance with Utah State University, the state of Utah, and DoED federal regulations, data must be stored in two separate locations; (1) cloud-based storage system, and (2) the USU provided hard drive. All records must be readily accessible in the event of an audit.

PTE Federal Award No.

XXXXXXXXXXXXXXXXXX

Utah State University

Sub- Award No.

XXXXXX

XXXXXXXX High School

STORAGE & ACCESSIBILITY INFORMATION

Designated School or District Official Contact Information

**Listed personnel will be responsible for accessing archival information, this includes knowing storage locations & passwords.*

Position	Phone
1. _____	_____
2. _____	_____
3. _____	_____

Data Storage

(1) Cloud- Based Storage System utilized: _____
(Microsoft One Drive, BOX, DropBox, Google Drive, etc.)

(2) Hard drive secure location: _____

All storage information including hard drive location, URL, login and passwords have been shared with designated school or district personnel. This information will be retained for the required 7 year period and readily accessible in the event of an audit.

***All data must be retained through October 2032.**

GEAR UP Site Coordinator *Date*

High School Administrator *Date*