

## RECORDS RETENTION

**Question:** How many years are sub-recipients required to maintain records related to the HSGP when a grant performance period has ended?

**Answer:** Sub-recipients must maintain fiscal records and supporting documentation related to a federal grant pursuant to 2CFR 200.333, UGMS, and state law. During the 48th Legislative Session, senate bill 20 was passed requiring a seven year retention period for grant and contract related documents. This seven year requirement applies only to any grants awarded by OOG between 9/1/15 and 8/31/16. The seven year clock will start on the date that a final expenditure report is submitted in eGrants, or the date that all issues arising from any litigation, claim, negotiation, audit, or other action involving the grant or documents is resolved. For grants awarded prior to 9/1/15 or grants awarded on or after 9/1/16, the three year requirement noted in 2 CFR 200.333 and UGMS will apply. The three year clock will start on the date the final expenditure report is submitted in eGrants, or the date that all issues arising from any litigation, claim, negotiation, audit, or other action involving the grant or documents is resolved.

Source: State of Texas Office of the Governor Homeland Security Grants Division, March 2018