



Governor Douglas A. Ducey

# MEMORANDUM

State of Arizona  
Department of Homeland Security



Director Gilbert M. Orrantia

**TO:** Arizona Department of Homeland Security Stakeholders

**FROM:** AZDOHS

**DATE:** November 6, 2019

**RE:** Updated Grant Close-out Notices and Records Retention Requirements

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The AZDOHS has submitted final closeout documents for all 2006-2013 grants administered by the department and the three year required records retention schedule has expired. Stakeholders are authorized to dispose of certain grant records, including financial documents, Subgrantee Agreements, and Requests for Quotations (State of Arizona records retention regulations require such documents to be kept for three years upon submission of final closeout documents).

Equipment records (Property Control Record Forms) shall be retained for 3 years after final disposition of the equipment (CFR §200.333(c)).

If your agency has stricter rules on records retention, then they must be followed.

The attached table includes the Federal grant number, identifying description, final report submission and records retention dates of other grants for which final closeout documents have been submitted.

Grant Number	Grant Name	Subgrantee Agreement starts with	Date final Reports Submitted to USDHS/FEMA	Date Financial Records Can be Disposed
EMW-2014-SS-00086-S01	2014 Homeland Security Grant Program (SHSGP, UASI, OPSG)	140	11/22/16	11/22/19
EMW-2014-UA-00019-S01	2014 Nonprofit Security Grant Program	140	11/22/16	11/22/19
2015-SS-00084-S01	2015 Homeland Security Grant Program (SHSGP, UASI, OPSG)	150	11/20/18	11/20/21
2015-UA-00015-S01	2015 Nonprofit Security Grant Program	150	11/20/18	11/20/21

Stakeholders are reminded that records must be kept for a specified period of time in order to be compliant with Federal (2CFR 200 § 200.333) and State of Arizona regulations. Please adhere to the following guidelines:

- All grant records, including but not limited to, financial documents, subrecipient agreements, and Requests for Quotations shall be maintained for at least three years after the federal grant has officially been closed by USDHS/FEMA.
- Equipment records (Property Control Record Forms) shall be retained for 3 years after final disposition of the equipment (CFR §200.333(c)).
- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- If your agency has stricter rules on records retention, then they must be followed.
  - Feel free to visit the Arizona State Library, Archives and Public Records website for further information regarding records retention at:  
<https://azlibrary.gov/arm/retention-schedules>