



# Michigan State Police

## Emergency Management and Homeland Security Division

### *Informational Bulletin*

Updated August 26, 2021

#### Grant Records Retention

Guidance for the retention of grant records is included in 2 CFR, Section 200.333 for awards received after December 26, 2014 (44 CFR, Section 13.42 for awards received prior to December 26, 2014) and programmatic records related to federal grant awards must be retained for three years from the date the final Federal Financial Report (FFR-425) is filed with the awarding agency. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is responsible for filing these reports for all Department of Homeland Security federal grant awards passed through to subrecipients.

There are exceptions to the three year retention period, including: Real property and equipment records; Records involving litigation, claims, negotiation or audit; Earned income transactions; and Indirect cost proposals or cost allocation proposals. See 2 CFR 200.333 or 44 CFR 13.42 as applicable.

According to 2 CFR, Section 200.333(c), records for real property and equipment acquired with federal funds must be retained for three years after the final disposition, replacement or transfer of the property. This may be significantly later than three years after the date the final financial report is submitted.

The filing date of the final FFR-425 for Department of Homeland Security federal preparedness grant awards received by MSP/EMHSD through 2010 have been removed from this list as they have all exceeded their retention schedule requirements. The retention schedule for federal grant awards, some beginning in 2011, and the required three-year retention period for standard\* grant records for each grant, not including records pertaining to real property and equipment, are as follows:

<b>Preparedness Grant Programs</b>	<b>Date Final Report Submitted</b>	<b>Retain Standard Grant Records Until</b>
2014 Homeland Security Grant Program	2/28/2017	2/28/2020
2014 Nonprofit Grant Program (UASI)	11/30/2016	11/30/2019
2014 Operation Stonegarden Grant Program	11/30/2016	11/30/2019
2011 Border Interoperability Demonstration Project	2/28/2016	2/28/2019
2015 Emergency Management Performance Grant	12/31/2016	12/31/2019
2015 Hazardous Materials Emergency Preparedness Grant	12/29/2016	12/29/2019
2015 Homeland Security Grant Program	11/29/2018	11/29/2021
2015 Operation Stonegarden Grant Program	11/29/2018	11/29/2021
2015 Nonprofit Security Grant Program	11/29/2018	11/29/2021

2016 Emergency Management Performance Grant	12/27/2017	12/27/2020
2016 Hazardous Materials Emergency Preparedness Grant	12/27/2017	12/27/2020
2016 Homeland Security Grant Program	11/29/2019	11/29/2022
2016 Operation Stonegarden Grant Program	11/29/2019	11/29/2022
2016 Nonprofit Security Grant Program	11/29/2019	11/29/2022
2017 Emergency Management Performance Grant Program	12/20/2018	12/20/2021
2018 Emergency Management Performance Grant Program	12/19/2019	12/19/2022

<b>DISASTER/NON-DISASTER GRANTS</b>	<b>Date Final Report Submitted</b>	<b>Retain Standard Grant Records Until</b>
4195 Hazard Mitigation Grant Program	6/21/2020	6/21/2023
4195 Public Assistance Grant Program	7/1/2020	7/1/2023
2011 Pre-Disaster Mitigation Grant Program	1/17/2017	1/17/2020
2012 Pre-Disaster Mitigation Grant Program	8/25/2017	8/25/2020
2013 Pre-Disaster Mitigation Grant Program	4/20/2017	4/20/2020
2014 Pre-Disaster Mitigation Grant Program	12/27/2017	12/27/2020
2015 Pre-Disaster Mitigation Grant Program	1/28/2020	1/28/2023
2016 Pre-Disaster Mitigation Grant Program	11/25/2020	11/25/2023

\*Standard Grant Records are financial and programmatic records, supporting documents, statistical records, and other records of grantees or subrecipients not otherwise listed as exceptions in 2 CFR 200.333 (or 44 CFR 13.42 if applicable).

Questions concerning this information bulletin should be directed to Ms. Penny Burger at 517-898-0551 or [BurgerP@michigan.gov](mailto:BurgerP@michigan.gov).