

SLFRF Grant Records Retention

2 CFR 200.334 - 3 Years Records Retention

- 2 CFR 200.334 requires retention of grant records for a period of a minimum of three years from the date of submission of the final expenditure report. Some federal awards can require a longer retention period.

SLFRF - 5 Years Records Retention

- According to [US Treasury Terms and Conditions](#), section 4.c., SLFRF records must be maintained for a period of 5 years after all funds have been expended or returned to Treasury.
- For a subaward the record retention period begins at the date of submission of the final expenditure report by the subrecipient to pass-through entity
- For federal awards or subawards that are renewed quarterly or annually, the record retention period begins on the date of the final submission of the quarterly or annual financial report

If litigation or an audit is started before the expiration of the retention period, the records must be retained until all litigation or audit findings have been resolved

State Records Retention - 3 Years Records Retention

- The [Colorado State Archives Records Management Manual for State Government Agencies Schedule No. 7 Financial Records and State Controller Policy Records Retention](#) for grants require 3 years records retention after expiration or termination of the grant period.

Agency Compliance

- Agencies shall comply with the longest records retention required, which is 5 years under the *US Treasury's Terms and Conditions*.
- Subrecipients shall comply with appropriate federal records retention period and local records retention policies.

For a list of grant record examples, see [SLFRF Supporting Documentation](#)

