



MEMORANDUM

State of Arizona
Department of Homeland Security



Governor Janice K. Brewer

Director Gilbert M. Orrantia

TO: Arizona Department of Homeland Security Stakeholders

FROM: AZDOHS

DATE: March 3, 2014

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

The following grants have been officially closed by the U.S. Department of Homeland Security/Federal Emergency Management Agency. The attached table includes the Federal grant number and identifying description as well as the date the grant was officially closed and the dates in which records must be kept in order to be compliant with State of Arizona records retention regulations:

Federal Grant Number	Identifying Description	Subgrantee award Number begins with	Close Date	Retention End Date
2006-GE-T6-4007	2006 Homeland Security Grant Program (SHSGP/UASI/MMRS/CCP/LETPP)	222	6/30/11	06/30/17
2006-RL-T6-4002	2006 Transportation Security Grant Program	222	10/31/11	10/31/17
2007-GE-T7-0006	2007 Homeland Security Grant Program (SHSGP/UASI/MMRS/CCP/LETPP)	333	01/09/12	01/09/18
2007-RL-T7-0003	2007 Transportation Security Grant Program	333	10/26/11	10/26/17
2007-TU-XM-0002	2007 UASI Non-Profit Security Grant Program	333	02/24/11	02/27/17
2007-BZ-T7-0014	2007 Buffer Zone Protection Program	333	08/04/11	08/04/17
2007-EM-E7-0057	2007 Emergency Management Performance Grant	333	03/04/10	03/04/16
2007-SG-N6-0004	2007 Operation Stonegarden Grant Program	333	02/24/09	02/24/15
2007-SG-N6-0007	2007 Operation Stonegarden Supplemental Grant	333	01/21/09	01/21/15

2008-EM-E8-0008	2008 Emergency Management Performance Grant	444	03/04/10	03/04/16
2008-TU-T8-0008	2008 UASI Non-Profit Security Grant Program	444	02/07/12	02/07/18
2008-RL-T8-0019	2008 Transit Security Grant Program	444	11/27/12	11/27/18
2008-RL-T8-0025	2008 Transit Security Grant Program Recomplete	444	11/27/12	11/27/18
2008-GE-T8-0021	2008 Homeland Security Grant Program (SHSGP/UASI/MMRS/CCP)	444	2/5/13	2/5/19
2009-IP-T9-0040	2009 Interoperability Emergency Communications Grant Program	555	2/5/13	2/5/19
2009-BF-T9-0024	2009 Buffer Zone Protection Program	555	9/25/13	9/25/19
2009-UA-T9-0018	2009 UASI Non-Profit Grant Program	555	10/18/13	10/18/19
2009-SJ-T9-0006	2009 Operation Stonegarden Grant Program	555	12/4/13	12/4/19
2010-IP-T0-0014	2010 Interoperability Emergency Communications Grant Program	777	1/17/14	1/17/20
2010-UA-T0-0009	2010 UASI Non-Profit Security Grant Program	777	11/25/13	11/25/19

Stakeholders are reminded that records must be kept for a specified period of time in order to be compliant with State of Arizona regulations. Please adhere to the following guidelines:

- All grant records, including but not limited to, financial documents, contracts (including Memorandums Of Understanding; Interagency Service Agreements; Requests for Quotation) shall be maintained for at least six years upon receiving notification by the AZDOHS that the six year schedule has begun
- Equipment records (Property Control Record Forms) shall be maintained for at least six years if the life expectancy of the equipment is six years or less (such as cell phones or computers) or for the life of the equipment if the life expectancy of the equipment is greater than six years (such as generators and trailers).
- If your agency has stricter rules on records retention, follow them
 - Feel free to visit the AZ. State Library, Archives and Public Records website for further information regarding records retention:

http://www.lib.az.us/records/schedules_and_manuals.aspx

Thank you.