



**New Hampshire Department of Safety
Division of Homeland Security and Emergency Management**

FEMA Disaster Record Retention Policy

Section 705 of the Stafford Act (Disaster Grant Closeout Procedure) requires Subrecipients under Federally Declared Disasters to retain all accounting records that “adequately identify the source and application of funds provided for financially assisted activities” for a period of “3 years after the date of transmission of the final expenditures report for the disaster or emergency”. Additional information about this requirement can be found in 2 C.F.R. § 200.333 (Record Retention and Access).

This means that all Subrecipients under Federally Declared Disasters for the State of New Hampshire are responsible for ensuring that they track the closeout date and meet record retention requirements for each disaster under which they have received or are in the process of receiving reimbursement funds from FEMA. Please see the list below for all NH disasters with active record retention requirements.

State of New Hampshire Disasters with Active Record Retention Requirements

Disaster Number	Disaster Description/Date	Record Retention Period
DR 3258	Hurricane Katrina Evacuation	Retain documents until 10/17/19
DR 1812	2008 Ice Storm	Retain documents until 1/10/20
DR 1892	February Wind Storm 2010	Retain documents until 1/10/20
DR 1913	March Flood 2010	Retain documents until 9/29/19
DR 4006	May Flood 2011	Retain documents until 9/30/19
DR 4026	Hurricane Irene	Disaster is pending closeout. HSEM will update applicants with the exact date once closeout is completed.
DR 4065	May 2012 Flood	Retain documents until 9/29/20
DR 3360	Hurricane Sandy (Emergency Declaration)	Retain documents until 9/20/19
DR 4095	Hurricane Sandy (Major Disaster Declaration)	Retain documents until 9/26/20
DR 4105	February 2013 Storm	Retain documents until 9/25/20
DR 4139	June/July 2013 Severe Storms & Flooding	Disaster is pending closeout. HSEM will update applicants with the exact date once closeout is completed.
DR 4209	Jan 2015 Blizzard	Disaster is pending closeout. HSEM will update applicants with the exact date once closeout is completed.
DR 4316	March 14-15, 2017 Severe Winter Storm	Disaster is pending closeout. HSEM will update applicants with the exact date once closeout is completed.
DR 4329	July 1-2, 2017 Severe Storms & Flooding	Disaster still open.
DR 4355	October 29 - November 1, 2017 Severe Storm & Flooding	Disaster still open.
DR 4370	March 2-8, 2018 Severe Storm & Flooding	Disaster still open.
DR 4371	March 13-14, 2018 Severe Winter Storm & Snowstorm	Disaster still open.