



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

**NH Public Assistance Record Retention Dates**

**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
<b>DR 3258</b>	Hurricane Katrina Evacuation	Retain documents until <b>10/17/19</b>
<b>DR 1812</b>	2008 Ice Storm	Retain documents until <b>1/10/20</b>
<b>DR 1892</b>	February Wind Storm 2010	Retain documents until <b>1/10/20</b>
<b>DR 1913</b>	March Flood 2010	Retain documents until <b>9/29/19</b>
<b>DR 4006</b>	May Flood 2011	Retain documents until <b>9/30/19</b>
<b>DR 4026</b>	Hurricane Irene	Retain documents until <b>TBD. Disaster is pending closeout.</b>
<b>DR 4065</b>	May 2012 Flood	Retain documents until <b>9/29/20</b>
<b>DR 3360</b>	Hurricane Sandy (Emergency Declaration)	Retain documents until <b>9/20/19</b>
<b>DR 4095</b>	Hurricane Sandy (Major Disaster Declaration)	Retain documents until <b>9/26/20</b>
<b>DR 4105</b>	February 2013 Storm	Retain documents until <b>9/25/20</b>
<b>DR 4139</b>	June/July 2013 Severe Storms & Flooding	Retain documents until <b>7/2/22</b>
<b>DR 4209</b>	Jan 2015 Blizzard	Retain documents until <b>7/2/22</b>
<b>DR 4316</b>	March 14-15, 2017 Severe Winter Storm	Retain documents until <b>8/19/23</b>
<b>DR 4329</b>	July 1-2, 2017 Severe Storms & Flooding	Disaster still open.
<b>DR 4355</b>	October 29 - November 1, 2017 Severe Storm & Flooding	Disaster still open.
<b>DR 4370</b>	March 2-8, 2018 Severe Storm & Flooding	Disaster still open.
<b>DR 4371</b>	March 13-14, 2018 Severe Winter Storm & Snowstorm	Retain documents until <b>TBD. Disaster is pending closeout.</b>
<b>DR 4457</b>	July 11-12, 2019, Severe Storm & Flooding	Disaster still open.
<b>DR 4516</b>	April 4, 2020 - May 11, 2023, COVID-19	Disaster still open.
<b>DR 4622</b>	July 17-19, 2021 Severe Storm & Flooding	Disaster still open.
<b>DR 4624</b>	July 29-30, 2021 Severe Storm & Flooding	Disaster still open.
<b>DR 4693</b>	December 22-25, 2022, Severe Storm & Flooding	Disaster still open.
<b>DR 4740</b>	July 9-17, 2023, Severe Storm & Flooding	Disaster still open.