



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

NH Public Assistance (PA) Record Retention Dates

FEMA Disaster Record Retention Policy

Stafford Action Section 705 (Disaster Grant Closeout Procedure [[FEMA Policy 205-081-2, Version 2](#)]) 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. § 200.334 Retention requirements for records](#).

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 the Federal Emergency Management Agency (FEMA).

State of New Hampshire Disasters with Active Record Retention Requirements

Disaster Number	Disaster Description/Date	Record Retention Period
DR 4026	Hurricane Irene	Retain documents until May 7, 2027.
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	Retain documents until TBD . <i>Disaster is pending closeout.</i>
DR 4457	July 11-12, 2019, Severe Storm & Flooding	Disaster still open.
DR 4516	April 4, 2020-May 11, 2023, COVID-19	Disaster still open.
DR 4622	July 17-19, 2021, Severe Storm & Flooding	Disaster still open.
DR 4624	July 29-30, 2021, Severe Storm & Flooding	Disaster still open.
DR 4693	December 22-25, 2022, Severe Storm & Flooding	Disaster still open.
DR 4740	July 9-17, 2023, Severe Storm & Flooding	Disaster still open.
DR 4761	December 17-21, 2023, Severe Storm & Flooding	Disaster still open.
DR 4771	January 9-14, 2024, Severe Storm & Flooding	Disaster still open.

Refer to page 2 for Closed Disasters – Document Retention No Longer Required

Closed Disasters – Document Retention No Longer Required

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 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	Retain documents until 7/2/22
DR 4209	Jan 2015 Blizzard	Retain documents until 7/2/22
DR 4316	March 14-15, 2017 Severe Winter Storm	Retain documents until 8/19/23