



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES**

**SUBGRANT ADMINISTRATION GUIDE
PART II: POST SUBGRANT REQUIREMENTS**

G. RETENTION and ACCESS REQUIREMENTS FOR RECORDS

1. RETENTION OF RECORDS

- a. All financial and programmatic records, supporting documents, statistical records, and all other records pertinent to the subgrant shall be retained by each subgrant organization for **AT LEAST 3 YEARS, FOLLOWING WRITTEN NOTIFICATION BY IGS** that the subgrant has been programmatically and fiscally closed.
- b. The retention requirement extends to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all subgrant agreements, applications, and required subgrant organization financial and performance reports. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the subgrant, whether they are employed full-time or part-time.

2. MAINTENANCE OF RECORDS

- a. Subgrant records should be maintained by subgrant year and identified by program when records are stored away from the subgrant organization's principal office.
- b. Records should be retained in an open electronic format whenever practical.

3. ACCESS TO RECORDS

- a. Subgrant Organizations will give the Department of Finance and Administration, the federal awarding agency and/or the Office of the Inspector General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the subgrant.
- b. The right of access must not be limited to the required retention period but shall last as long as the records are retained.