



Requirements for Record Retention American Rescue Plan Act (ARPA) State & Local Fiscal Recovery Funds (SLFRF)

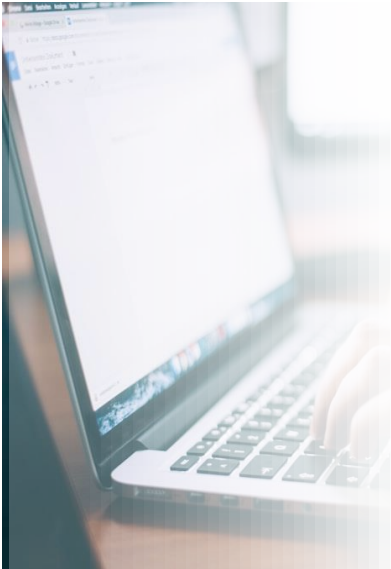
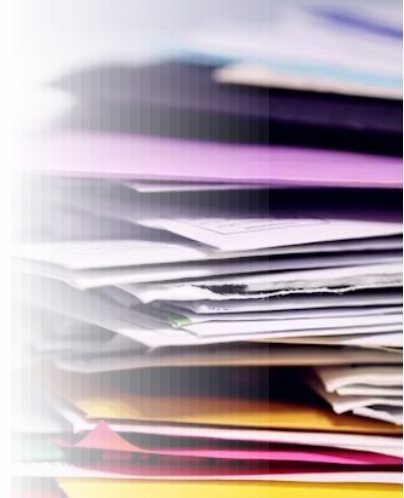
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Record Retention Requirements for ARPA SLFRF

Introduction to Record Retention

The Grants Management Office (GMO) is providing this document to subrecipients regarding record retention requirements for the American Rescue Plan Act (ARPA) State and Local Fiscal Relief Fund (SLFRF) project grants as an additional resource.

The goal of this communication is to clarify the record retention policy for Oklahoma's ARPA SLFRF program to ensure compliance with the Federal Grant Award and Subrecipient Award requirements.



Key Oklahoma Subrecipient Requirements

“Subrecipient shall maintain and retain its financial records, supporting documents, statistical records, and all other records pertinent to this Subaward for seven (7) years from the date of submission of the Final Expenditures Report, and longer if any litigation, claims, or audit is started before the end of that seven (7) year period; in which case, records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.”

Retention requirements can be found in the **Subrecipient Grant Agreement, Article 1, Page 3**

Examples of records to retain include expenditure documents, invoices, proof of payment, project budgets, contracts, procurement records, and all other relevant project records.

Per the Grant Agreement, subrecipients are subject to the requirements in:

[2 CFR §200.334](#)

Retention Requirements for Records

Provides detail on specific documents to be retained, timelines, etc.

Note: Oklahoma's retention requirement is **7 years**

[2 CFR §200.335](#)

Request for Transfer of Records

The Federal Awarding Agency (Treasury) must request documents it deems to be of long-term importance.

[2 CFR §200.336](#)

Methods for Collection

Clarifies that data should be collected in searchable, digital formats.

[2 CFR §200.337](#)

Access to Records

Clarifies the rights of federal entities to access and view records.

[2 CFR §200.338](#)

Restrictions on Public Access

The Federal Awarding Agency (Treasury) may not restrict public access to pertinent program records.

