

Records Retention Requirements

As a reminder, below is listed the records retention requirements related to state and federal funding.

1. **Federal funds** – documentation regarding federal grant funding is required to be maintained for at least five (5) years after the final expenditure report for the grant. Practically, this would entail retaining records for at least six (6) years after the end date for the grant.
2. **State funds** – must be retained for three (3) years after the end of the grant.

Notes:

If an audit, claim or litigation is started before the expiration of the required retention period, documents must be maintained until all audit findings, litigation or claims have been resolved and final action taken.

If a grant is funded with both state and federal funds, the federal retention period applies to that portion of the budget and reimbursements tied to federal funds.

For further information concerning records retention requirements, contact nakia.jason@la.gov.