

Record Retention Policy

Full Legal Name of Program:

(As registered with the Secretary of State <http://www.secretary.state.nc.us>)

Tax Identification Number:

DUNS Number (if applicable):

- Domestic Violence Program
- Sexual Assault Program
- Displaced Homemaker Program

Grantee will need to attach a copy of the Record Retention Policy and operational procedures that will ensure safeguard of all hard copy and back up of electronic files.

Record Retention: Records shall not be destroyed, purged or disposed in violation of North Carolina state agency records retention policies. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Reviewed and submitted by:

Executive Director/Equivalent (Signature) _____

Executive Director/Equivalent (Printed Name) _____

Date: _____ 20__

Board Chair/Equivalent (Signature) _____

Board Chair/Equivalent (Printed Name) _____

Date: _____ 20__