



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Maura T. Healey
Governor

Dawn Brantley
Director

Kimberley Driscoll
Lt. Governor

Terrence M. Reidy
Secretary

RECORD RETENTION POLICY

July 1, 2023

This policy goes into effect as dated above and replaces/supersedes all other Massachusetts Emergency Management Agency, Project Management Office (PMO) Record Retention Policies.

This policy only applies to subrecipients receiving Emergency Management Performance Grant (EMPG), Citizen Corp Program (CCP) and/or Hazardous Materials Emergency Preparedness Grant (HEMP) from the Emergency Management Grants Unit (EM Grants Unit) of the Massachusetts Emergency Management Agency (MEMA).

Federal Regulation ([2 CFR 200.334](#)) Retention Requirements for Records: *Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities.*

Massachusetts General Law (unknown)

All subrecipients must maintain records sufficient to detail the history of procurement, delivery/receipt of good and services and make available, upon request of the federal awarding agency and MEMA, technical specification on proposed procurement where the federal awarding agency and/or MEMA believes such review is needed to ensure that the item(s) or services specified in the one being proposed for acquisitions. The non-federal entity must make available upon request, pre-procurement review, procurement documents, such as request for proposal or invitations for bids, or independent cost estimated.

This policy will go into effect as dated above and applies to all MEMA Emergency Management Grant Unit Programs.



David Mahr
Assistant Director, Chief Administrative Officer
Massachusetts Emergency Management Agency

7/1/23

Date

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
20 Forge Parkway
Franklin, MA 02038
Tel: 774-613-5400

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-750-1400 Fax: 413-821-1599