
Displaced Homemaker Program State Compliance Policies

Section: DH004

Record Retention

August 2007

I. Authority

In accordance with Nevada Revised Statutes (NRS) 238.080, all award and agreement records, including financial, statistical, participant records and supporting documentation, shall be retained for a period of three (3) years. This follows the date on which the annual expenditure report containing the final expenditures charged to such program year's award is submitted to and received by the Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services (DETR/ESD/WISS).

II. Requirements

- A. Lower level subcontractors will also be required to retain records for three years after the subcontractor submits its final expenditures report to the awarding agency for that period. If they are unable to retain their records, The Displaced Homemaker Grantee will be responsible for ensuring compliance with record retention requirements. It is the responsibility of the Grantee to inform subcontractors of the record's retention policy and to ensure compliance through monitoring.
- B. All records must be maintained beyond the prescribed period if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, records will be maintained until the litigation, audit, or claim has been resolved, and approval has been requested and granted by DETR/ESD/WISS. Microfilming, photocopying, or similar methods may be substituted for the original records with DETR/ESD/WISS approval.
- C. The awarding agency, DETR/ESD/WISS, State Legislative Counsel Bureau, and State Attorney General's Office have the right of timely and reasonable access to any books, documents, papers, computer records, or other records of Grantees and subcontractors that are pertinent to the grant in order to conduct audits and examinations, and to make excerpts, transcripts, and photocopies of such documents. This right also includes timely and reasonable access to Grantee and subcontractor personnel for the purpose of interview and discussion related to such documents. The right of access in this section is inclusive of records retained past the required retention period.
- D. Property records must be maintained for a period of three years from the date of disposition of property. Property records consist of purchasing documents, inventory records, and disposition documents.
- E. If the Grantee has internal record retention policies or procedures that are more stringent than NRS 238.080, the Grantees procedures will remain in effect.