

3.9 FINANCIAL RECORD RETENTION

Policy: Financial records, supporting documents, statistical records, and all other records pertinent to a grant award shall be retained for a period of seven (7) years from the date of submission of the final expenditure report, unless there are unresolved audit findings. Records must be retained until resolution of the audit findings. 2 CFR 200.E-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Procedure:

1. Financial Record Retention must meet the following standards:
 - a. The retention period for each year's records starts on the day the Title X clinic submits to FPP its expenditure report for the last month of that state fiscal year.
 - b. The Department of Health and Human Services (DHHS), the Comptroller General of the U.S., the Grantee (State of Montana, FPP), or any of their authorized representatives shall have the right of access to any books, documents, papers or other records of the local program which are pertinent to the FPP contract, in order to make audit, examination, excerpts, and transcripts.
 - c. Unless required by federal statutes, public access to records covered in this section may not be limited unless it has been determined that the records must be kept confidential and would have been excepted for disclosure under DHHS' "Freedom of Information" regulation (*part 5 of Title 45 CFR*).
 - d. The right of access in this section shall not be limited to the required retention period but shall last as long as the records are retained.