



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Recovery Branch

Division: State Emergency Management Agency

Sub-Section: Disaster and Recovery Section

TITLE: Public Assistance Program Disaster Files

CUTOFF: Closeout of disaster

DESCRIPTION: The State Emergency Management Agency (SEMA) produces a Public Assistance (PA) Program applicant file for each applicant of a presidentially declared disaster in which the PA Program is included. Each PA applicant file contains all financial and programmatic records, supporting documents and other records pertaining to the identified applicant PA Program grants in the specified disaster. 44 CFR 206-204(c) sets programmatic timelines that must be followed by each applicant. Timelines begin on the date a major disaster or emergency is declared and all work must be completed within 48 months unless an extension has been granted by the Federal Emergency Management Agency (FEMA). In accordance with 44 CFR 13.42 files are to be maintained for three years from the date the FEMA closes the disaster.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23757

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015