



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Recovery Branch

Division: State Emergency Management Agency

Sub-Section:

**TITLE:** Hazard Mitigation Assistance Program Grant Files

**CUTOFF:** Close of grant

**DESCRIPTION:** The State Emergency Management Agency (SEMA) produces a Hazard Mitigation Grant Program (HMGP) applicant file for each applicant of a presidentially declared disaster in which the Hazard Mitigation Assistance (HMA) Program is included. This also includes the pre-disaster grant programs under the HMA program: Pre Disaster Mitigation (PDM) Program, Flood Mitigation Assistance (FMA) Program, Repetitive Flood Claim (RPC) Program and the Severe Repetitive Loss (SRL) Program. Each HMA applicant file contains all financial and programmatic records, supporting documents and other records pertaining to the identified applicant HMA 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).

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** Records retained for 30 years to comply with the minimum programmatic timelines for the useful life of FEMA projects. Maintain onsite for 2 years and then transfer to State Records Center.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24010

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015