

Records Management

2 CFR Part 200



March 2019

Records Management

The grantee must maintain all program and project-related documentation such as financial records, supporting documents, and statistical records. These records must be retained for a period of five years after closeout of the State's Disaster Recovery grant by HUD.



Grantee Administrative Manual

Section 4 – Records Management

- Contains a very detailed checklist for use by the Grantee in setting up files
- Not all are required for all types of activities
- Project Managers should ensure that the grantee/subrecipient understands the requirements of records management and periodically review their files for compliance.
- Always remember that the File Must Tell The Story!



March 2019

OCD-DRU Records Management

- If your section has not established the activity file in Sharepoint, you will need to consult with the reporting team to discuss design and structure for Records Management.
- Always obtain documents and save to the activity file on the sharepoint drive.
- Some documents may be submitted with draw requests and a copy should be uploaded to the file for future reference and long term file management
- Each department may have a specific person or team to manage the internal files



March 2019

Additional Resources

- Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight:
https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf
- Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems:
<https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>
- CPD's Monitoring Handbook: 6509.2, REV-6, CHG-2

