

100870 Record Keeping

(a)

A contractor shall comply with the record keeping standards set forth in the Common Rule, section .42, Retention and access requirements for records, as published in Volume 53, Number 48, Federal Register, March 11, 1988, which is hereby incorporated by reference, and other applicable Federal laws or regulations which may augment or supersede these standards.

(b)

A contractor shall maintain all records required under LIHEAP for a minimum period of three (3) years following the submission of the final expenditure report. However, all records shall be maintained until resolution of all audit findings is completed.

(c)

A contractor shall make all books, documents, papers and records relative to LIHEAP available to the State or any of its duly-authorized representatives, for examination or reproduction, upon a request thereof. The State shall pay contractor actual costs for any reproduction requested.

(d)

Records shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977 (Civil Code, Section 1798, et seq.).