

Section 7.2.3: Transparency

PURPOSE AND POLICY

As stewards of public funds, grant program managers must ensure that all grant activity is open and accessible to the public. At a minimum, the grantee agency should have a website with information posted pertaining to its grant activity. Items to post would include the grants that have been awarded to the agency, programs funded with grant dollars, related grant reports and the contact information for the grant program manager. [Per state policy](#), grants must be established in eCivis, which serves as the official grant file and repository of related records.

Federal Requirements

Federal grants have additional transparency requirements. The State of Arizona Accounting Manual ([SAAM](#)) [70.55](#) (FFATA and the DATA Act) outlines the reporting requirements imposed by the Federal Funding Accountability and Transparency Act of 2006 (FFATA) and the Digital Accountability and Transparency Act of 2014 (DATA Act), the federal government's initiatives undertaken to increase transparency and accountability with respect to governmental expenditures. This section of SAAM outlines agencies' general data collection and reporting requirements. As these types of regulations tend to change as technology changes, state policy will be revised as new laws and regulations are implemented at the federal level.

Public Records

The grant program manager should be aware that grants and all communications and documents related to the grants are public records. As such, the records are subject to public records requests and must be retained per the appropriate records retention schedule. The State Library, Archives and Public Records, a division of the Secretary of State's Office, publishes the State [public records retention policies online](#). Arizona public records law is codified in Arizona Revised Statute (A.R.S.) [§§ 39-121 through 39-161](#). Records management statutes are codified in [A.R.S. Title 41, Article 2.1](#).