

## **RECORD RETENTION**

### **Purpose**

To ensure that all subgrantee and administrative staff retain all records relative to all grants and agreements under the Workforce Investment Act (WIA) for an amount of time adequate to meet the requirements prescribed by statute and program regulation. Financial, statistical, property and participant records are all subject to record retention requirements.

### **Background**

WIA Section 185(a)(1), (f) and Title 29 CFR Part 97.42(a)(b)(c) require that procedures be developed to ensure proper retention of all records pertinent to all grants and agreements under WIA.

### **References**

- WIA Section 185(a)(1), (f)
- Title 29 CFR Part 97.42(a)(b)(c)
- WIA Directive WIAD00-7, Subject: Standards for WIB Oversight and Instructions for Substate Monitoring

### **PROCEDURE**

- 1) All subgrantees, service providers, and administrative entity staff shall retain all records pertinent to all grants and agreements under the WIA including financial, statistical, property, participant records, and supporting documentation for a period of three years from the date the NCCC administrative office receives the final expenditure report for that program year. If at the end of three years there is ongoing litigation or an audit involving records, the records shall be retained until resolution of the litigation or audit.
- 2) Prior to the destruction of any records, a written request to carry out the destruction of records must be made to:  
  

DIRECTOR  
North Central Counties Consortium  
422 Century Park Drive, Suite B  
Yuba City, CA 95991
- 3) Upon receipt of written authorization from the Director, records may be destroyed or surrendered to the administrative entity.