

RECORD RETENTION

Purpose

To ensure that all subgrantee and administrative staff retain all records relative to all grants and agreements under the Workforce Innovation and Opportunity Act (WIOA) 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

WIOA Section 185(a)(1) and (f) require that procedures be developed to ensure proper retention of all records pertinent to all grants and agreements under the Workforce Innovation and Opportunity Act (WIOA).

References

- WIOA Section 185(a)(1), (f)(1-2)
- 2 CFR Part 200, Uniform Administrative Requirements
- EDD Directive WIA D00-7, 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 WIOA including financial, statistical, property, participant records, and supporting documentation for a period of three (3) 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) All registration documents including signed WIOA application, civil rights forms and other documents produced during the time of registration must be kept for a period of one year after the date of registration.
- 3) 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
1110 Civic Center Blvd., Suite 402A
Yuba City, CA 95993
Or via email to cnewton@ncen.org

- 4) Upon receipt of written authorization from the Director, records may be destroyed or surrendered to the administrative entity.