

## Records Retention Policy

The purpose of the Record Retention Policy is to provide detailed guidance for the retention and disposal of NWPA Job Connect documents, both paper and electronic forms. This policy applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or sub-grantees which are required to be maintained by the terms of program regulations or the grant agreement, or otherwise reasonably considered as pertinent to program regulations or the grant agreement. Please refer to the following items for specific retention timeframes:

INSTITUTIONAL AND LEGAL RECORDS		
Articles of Incorporation		Permanent
Charter		Permanent
By-Laws		Permanent
Minutes of Board Meetings		Permanent
Minutes of Committee Meetings		Permanent
Deeds and Titles		Permanent
Attorney Opinion Letters (Property)		3 years
Leases		While active + 3 years*
Policy Statements		3 years
Contract and Agreements		While active + 3 years*
EMPLOYMENT		
Job Announcements and Advertisements		3 years
<i>Individual Applicants Who Are Not Hired</i>		
Employment Applications		30 days
Background Investigation Results		30 days
Resumes		30 days
Letters of Recommendation		30 days
<i>Individual Applicants Who Are Hires</i>		
Employment Applications		While Active + 3 year*
Background Investigation Results		While Active + 3 year*
Resumes		While Active + 3 year*
Medical Examinations		While Active + 3 year*
Letters of Recommendation		While Active + 3 years*
Education records		While Active + 3 years*
Performance Evaluations		While Active + 3 years*
Disciplinary Records		While Active + 3 years*
PAYROLL RECORDS		
Wage or Salary History		7 years
Payroll Deductions		7 years
Time Cards or Sheets		3 years
W-2 Form		7 years

W-4 Form		7 years
Garnishments		While Active + 3 years*
Payroll Register		7 years
I9		While Active + 3 years*
<b>MEDICAL, HEALTH AND SAFETY RECORDS</b>		
Accident Reports		7 years
Safety Records		7 years
Employee Medical Complaints		7 years
Employee Injury Records		7 years
<b>BENEFIT RECORDS</b>		
Individual Employee Files		Life of Employee + 3 years
Pension Plans (after expiration)		7 years
<b>FEDERAL TAX RECORDS</b>		
Form 990 and Support		Permanent
Single Audit Reports		Permanent
<b>REVENUE RECORDS</b>		
Accounts Receivable		7 years
Accounts Receivable Ledgers		7 years
A/R Fiscal Year End Report		7 years
Receipts		7 years
Uncollected Accounts		While Active + 7 years*
<b>ACCOUNTS PAYABLE RECORDS</b>		
Accounts Payable Vendor Files		7 years
Processed/Paid Purchase Orders		7 years
Original		7 years
Expense Reports		7 years
Accounts Payable Reports		7 years
A/P Check Registers		7 years
<b>BANK RECORDS</b>		
Wire Transfer Records		7 years
Bank Statements		7 years
Deposit Records		7 years
Bank Reconciliations & Support		7 years
Canceled Checks		3 years
<b>CAPITAL PROPERTY RECORDS</b>		
Property Records		While Active + 3 years*
Inventory		While Active + 3 years*
Depreciation Schedules		While Active + 7 years*
Mortgage, Bonds and Other Long-Term Debt Records		While Active + 7 years*
Property Improvement Records		While Active + 7 years*
Property Tax Exemption Records		Life of Property + 7 years
<b>FINANCIAL RECORDS</b>		
Description of Accounting System		While Active + 3 years*
General Ledgers and Operating Ledgers		While Active + 7 years*
Journal Vouchers and backup (including budget entries)		While Active + 7 years*
Account Reconciliations		While Active + 7 years*

Annual Financial Report (audited)		Permanent
Audit Reports and Work Papers		While Active + 7 years*
Unclaimed Property Records		Life of Property + 3 years
<b>BUDGET RECORDS</b>		
Budget records		3 years
<b>FACILITIES RECORDS</b>		
Building Permits		While Active + 3 years*
Building Plans and Specifications		Permanent
Office Layouts		3 years
Zoning Permits		While Active + 3 years*
Operating Permits		While Active + 3 years*
Maintenance Records		While Active + 3 years*
Motor Vehicle Records		While Active + 3 years*
<b>LITIGATION RECORDS</b>		
Claims		While Active + 3 years*
Court Documents and Records		While Active + 3 years*
Deposition Transcripts		While Active + 3 years*
Discovery Materials		While Active + 3 years*
Litigation Files		While Active + 3 years*
<b>INSURANCE RECORDS</b>		
Property Insurance Policies		Life of the Property
Liability Insurance Policies		Life of the Policy + 3 years
Insurance Claim Documents		Settlement + 3 years

**\*Notice Regarding the Retention Period:** Except as otherwise provided, records must be retained for three years from the starting date specified as follows -- Starting date of retention period: When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or sub-grantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

#### **Title I and TANF Youth Record Retention:**

TANF Youth Documentation: Shall be maintained for a period of six (6) years or three (3) years past the period of performance end date. All documentation related to TANF YDP participation must be kept and made available for monitoring purposes. If documents are stored electronically, they must be made available and be legible.

WIOA Participant files must be kept for (7) years from the date post-exit follow up is complete.

If a WIOA participant case has been cancelled, the file must be kept for not less than three (3) years after the close of the applicable Program Year.

## **REFERENCE**

WIOA Section 185

2 CFR Part 200

29 CFR 97.42

20 CFR 683.150 (h)(5)

Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) Desk Guide

## **HISTORY**

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	5/24/2005	A	New Policy	
Deb O'Neil	2/13/2009	B	Update logo, content	7/01/2009
Deb O'Neil	1/15/2015	C	Rename to Record Retention Policy; add language from WIINs, OMBs, 29 CFR 97.42 per state recommendation	2/25/2015
Deb O'Neil	3/15/2017	D	Update from WIA to WIOA	06/09/2017
Susan Richmond	7/1/2024	E	Redefine retention period for WIOA and TANF Youth Development Program files	9/13/2024