

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA #17-15
TO: Upstate Workforce Area Contractors
SUBJECT: Record Retention

DATE ISSUED: May 23, 2018 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: The purpose of this procedure is to outline expectations as it relates to the retention and disposition of common records.

BACKGROUND: The Upstate Workforce Board must have a Records Retention Procedure. This ensures that records are maintained to comply with state laws, federal laws, policies, regulations and procedures.

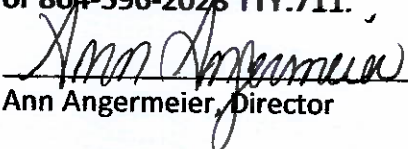
Procedure: The following record retention requirement should be followed by all grantees of the Upstate Workforce Board. Grantee shall retain all records including financial, statistical, property, participant records and supporting documentation for five (5) years after the grantee submits to the Upstate Workforce Board its final expenditure report for that funding period. Records for nonexpendable property shall be retained for a period of five (5) years after final disposition of the property.

The grantee shall retain records beyond this period if any litigation or audit is begun or if a claim is instituted involving the locally issued WIOA grants covered by the records. In such instances, the grantee shall retain records until the litigation, audit or claim has been finally resolved.

In the event of the termination of a relationship, the Upstate Workforce Board shall be responsible for the maintenance and retention of the records of a grantee.

A grantee that goes out of business or is unable to retain records as described above will transfer all records above to the Upstate Workforce Board in an orderly manner. Each box will be labeled and in acceptable condition for storage. The Upstate Workforce Board will inventory the contents of each box prior to or upon acceptance. A sign-off sheet will be signed by the grantee and Upstate Workforce Board staff verifying inventory and records.

INQUIRIES: Questions may be directed to Dana Wood wood@upstateworkforceboard.org or 864-596-2028 TTY:711.


Ann Angermeier, Director

Replaces local instruction letter 13-08