

**CATTARAUGUS-ALLEGANY WORKFORCE INVESTMENT BOARD, INC.**

**TO:** **All WIB Staff, Board Members, and One Stop Contractors**

**SUBJECT:** Document Retention and Destruction Policy

**ISSUANCE DATE:**  August 6, 2010

**EFFECTIVE DATE:** August 6, 2010

**EXPIRATION DATE**: None

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**Purpose**

The purpose of this policy is to provide a process that ensures an accurate, timely, and confidential system to safeguard and maintain records and files and subsequent destruction of records after maintained for the appropriate time period.

**Background**

The Code of Federal Regulations at 2 CFR 200.333 requires financial records, statistical records, supporting documents and all other non-Federal entity records pertaining to Federal awards be retained for a period of three years from the date of final expenditure report. New York State Department of Labor Technical Advisory #16-2 provides a table of record retention for WIOA and TAA documentation.

**Policy**

This Policy establishes the retention periods for general categories of records in any form of media. This Policy does not preclude the retention of specific documents for longer periods, as may be determined by the Board of Directors on a case-by-case basis.

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| **Type of Record** | **Retention Period** |
| **FINANCIAL RECORDS** |  |
| Federal tax returns (e.g., IRS Form 990, 990-T) and work papers | Permanent |
| State tax returns (if any) and work papers | Permanent |
| NYS Charities Bureau filings (CHAR 500, including audits) | Permanent |
| Bank Statements, canceled checks, check registers, investment statements, collateralization statements, and related documents. | 7 years |
| Other financial records (i.e., documents not part of tax work papers) | 6 years |
| Contracts, including leases | 6 years after contract performance (including warranty periods, if any) complete |
| Financial Reports to NYSDOL (i.e., WIA, TAA/TRA) | 3 years after NYS closes with USDOL |
| **CORPORATE/ORGINAZATIONAL RECORDS** |  |
| Corporate records (certificate of incorporation, by-laws and related documents) | Permanent |
| Tax-Exemption records (including application for tax exemption, IRS determination letter and any related documents) | Permanent |
| Meeting/Board documents (including agendas, minutes and related documents) | Permanent |
| Insurance records (applications, policies, claims and denials) | Permanent |
| **CUSTOMER RECORDS** |  |
| Customer applications/enrollment forms | 3 years |
| Customer information including names, addresses, eligibility information, and training attended if applicable. | 3 years |
| **EMPLOYMENT RECORDS** |  |
| Applications/Resumes (denied) | 3 years |
| Personnel files | 6 years after termination |

The only exceptions to the previously mentioned record retention provisions are as follows:

* The previously mentioned records will be retained beyond the three year requirement if any litigation or audit is begun, if a claim is instituted involving the grant or contract covered by the records, or in some instances, in accordance with the Internal Revenue Service record retention guidelines. In these cases, the records will be retained until litigation, audit, or claim has been finally resolved.
* Records for real property and equipment acquired with Federal funds shall be retained for three years after “Final Disposition”. (“Final Disposition” shall mean the sale or other disposal of said real property or equipment)
* When any records are transferred to or required to be maintained by USDOL, the three year retention requirement for these records is no longer applicable.

**Subcontractors**

Subcontractors must retain all records applicable to US and/or NYS Department of Labor (DOL) awards. Records shall include but are not limited to financial records, supporting documents, statistical records, and all other records pertinent to a grant or contract.

* Subcontractors must request written permission from the Workforce Development Board (WDB) to destroy records.
* To receive written permission to destroy records a subcontractor must have an OMB Circular A-133 Single Audit Report which has been accepted by the WIB and corresponds to the three year retention period.

**Records Destruction**

The method of records disposal is relative to the confidentiality of the document. Records which disclose references to individual personnel or participants must be obliterated before discarding.