



Subject: Records Retention and Public Access Policy

Policy No: 2015-57

Effective Date: April 2017

Revised: April 2019

1. Purpose:

The Benton-Franklin Workforce Development Council (BFWDC) follows Workforce Innovation and Opportunity Act (WIOA) Policy #5403 "Records Retention and Public Access" and the Uniform Guidance provided in 2 CFR 200.

2. Background:

Recipients of WIOA funds must keep records that are sufficient to permit the preparation of reports required by the Secretary of Labor and the tracing of funds to a level of expenditure adequate to ensure that the funds have been spent lawfully.

POLICY

Records Retention:

1. BFWDC will maintain and retain records of all fiscal and program activities funded under WIOA. With some exceptions, such records must be available to the public. The minimum requirements, timeframes for records retention and extent to which such records may be made available to the public are as follows:
 - BFWDC will retain all records pertinent to grants, grant agreements, interagency agreements, contracts or any other awards, including financial, statistical, property, and supporting documentation, for a period of at least three (3) years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency.
 - BFWDC will retain all records of non-expendable property for a period of at least three (3) years after final disposition of the property.
 - BFWDC will retain all program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the point that the record is no longer included in reportable outcomes (as opposed to the close of the applicant's program year.
 - BFWDC will retain records regarding complaints and actions taken on complaints for at least three (3) years from the date of resolution of the complaints.
 - BFWDC will retain all records beyond the required three (3) years of an litigation or audit is under way or a claim is instituted involving the grant or agreement covered by the records. The records must be retained for at least three (3) years after the litigation, audit, or claim has been resolved.
 - BFWDC will retain the following Corporate and Fiscal Records **permanently**:
 - i. Articles of Incorporation & Bylaws (CEO & Fiscal Manager)
 - ii. Inter-local Agreements (CEO & Fiscal Manager)
 - iii. County Joint Powers Agreement (CEO & Fiscal Manager)
 - iv. IRS Tax Determination Letter (CEO & Fiscal Manager)
 - v. Income Tax Returns (CEO & Fiscal Manager)
 - vi. Personnel Records (CEO)
 - vii. Pension & Payroll Records (Fiscal Manager)
 - viii. Board & Committee Minutes (Office Manager)
 - ix. CPA Audit Reports & Statements (Fiscal Manager)
 - x. Year End Financial Statements (Fiscal Manager)
 - xi. Year End Financial Reports (Fiscal Manager)
 - xii. Year End General Ledgers (Fiscal Manager)
 - xiii. Year End Trial Balances (Fiscal Manager)
 - xiv. Debt Collection Cases (Fiscal Manager)
 - xv. Fixed Asset & Property Records (Office Manager)

- BFWDC will retain the following records for **ten (10) years**:
 - i. All other Corporate Records (CEO & Fiscal Manager)
 - ii. All other Fiscal Records (Fiscal Manager & Office Manager)
 - BFWDC will retain the following records for **three (3) years**:
 - i. BFWDC Applicants for Employment (CEO)
2. After all files and records have been retained for the required amount of time, all documents shall be collected and shredded either from the BFWDC site or the BFWDC Storage Unit.
 3. In the event of the termination of the relationship between the State and the BFWDC's fiscal agent or other WIOA subrecipient, the fiscal agent or subrecipient is responsible for maintaining and retaining our own records as well as the records of any subrecipient unable to maintain and retain its own records.

Copies of records made by microfilming, photocopying, scanning or similar methods may be substituted for original records if they are preserved with integrity and are admissible as evidence.

Limitation of Public Access to Records

Personal records of WIOA registrants are private and confidential and will not be disclosed to the public. Personal information may be made available to WorkSource partners or service providers on a selective basis consistent with the registrant's signed "Authorization for Release of Requested Information" form. In addition, this information may be made available to persons or entities having responsibilities under WIOA, including representatives of:

1. The U.S. Department of Labor
2. The Governor
3. WIOA Grant Recipients and Public Agencies
4. Local Subrecipients

The conditions under which information may be released or withheld are shown below:

1. WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempt from disclosure.
2. The names of BFWDC and subrecipient staff in positions funded by WIOA, in part or in whole, will be a matter of public record. Other information pertaining to these recipients or subrecipient employees will be made available to the public in the same manner and to the same extent as such information is made available on staff in positions not funded by WIOA.

Definitions

Agency: Includes all state agencies and all local agencies. "State agency" includes every state office, division, bureau, board, commission or other state agency. "Local agency" includes every county, city, town, municipal corporation, quasi-municipal corporation or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other public agency.

References:

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Section 185(a)
- 2 CFR 200.333-337
- 29 CFR 37.37
- 29 CFR 97.42
- RCW.42.56
- RCW.40.14
- RCW.42.17.020(1)