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**TO:** All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

**FROM:** Humboldt County Workforce Development Board

**EFFECTIVE:** March 20, 2020

**SUBJECT:** Records Retention

**REFERENCES:** OMB Circular A-110;  
Workforce Innovation and Opportunity Act of 2014 Section 185(a)(1), (f)(1-2)  
2 CFR Parts Part 200 Uniform Administrative Requirements; and  
EDD Directive WIA D00-7, Subject: Standards for WIB Oversight and Instructions for Sub-state Monitoring

**PURPOSE:**

The purpose of this policy is to provide guidance to WIOA Contractors, Vendors, One-Stop Partners and Operators as it relates to record retention. Retention of records related to activities and services conducted with WIOA and other funds under the Humboldt County Workforce Development Board must adhere to the procedures and regulations established by this policy.

**BACKGROUND:**

This policy is for the Humboldt County Workforce Development Board to ensure accountability for records resulting from activities and services conducted with WIOA funds and other activities funded by WIOA. Some of the reasons to keep files and records include legal requirements and/or compliance with governing rules, potential relevance in future litigation, and the needs of the organization, as well as historic importance.

**POLICY:**

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, participants records, and supporting documentation for a period of four years (4) years from the date the Humboldt County Workforce Development Board Office receives the final expenditure report for that program year. If at the end of four years there is ongoing litigation or an audit involving records, the records shall be retained until

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resolution of the litigation or audit.

2. Prior to the destruction of any records, a written request to carry out the destruction of records must be made to:

Executive Director  
Humboldt County Workforce Development Board  
520 E Street  
Eureka, CA 95501

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

**FORM(S):** None.

**INQUIRIES:**

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required?  Yes  No