

## WorkSource Information Notice (WIN)

Employment System Administration and Policy

Policy-related |  Fiscal |  Performance |  Q&A |  Other

Number: WIN 0066

Date: March 13, 2015

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Gary Kamimura, Workforce Policy Director

**SUBJECT:** Revision to state WIA Title I-B policy regarding records retention.

### **Purpose:**

To communicate Revision 2 to state Workforce Invest Act (WIA) Title I-B Policy 3415 and resolve a U.S. Department of Labor (DOL) finding against the state related to non-compliance program and data validation record retention requirements.

### **Action Required:**

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource system are familiar with its content and requirements.

### **Content:**

WIA program operators are reminded that they must 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 distinct from the participant's program exit or close of the participant's program year). For example: If a participant exits in January 2013 and is reported in the state's PY 2014 WIA Annual Report for the period ending June 30, 2015, the record retention period is July 1, 2015 to July 1, 2018.

### **References:**

2013 DOLETA Data Element Validation Report for Washington State

### **Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

**Direct Inquiries To:**

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**Attachments:**

None