

# Fresno Regional Workforce Development Board

A proud member of America's Job Center of California<sup>SM</sup> Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 •  
www.workforce-connection.com

Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

**FRWDB OD # 10-12, Revision B**

**Date Released: May 31, 2017**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: May 31, 2017**

**Subject: Closed Record Retention and Storage**

**Applicable Program: All**

**Revision History: Initial Release – 7/10/12**

This Revision B updates guidance on what records are required to be maintained in addition to the retention, storage and transfer requirements.

Federal legislation requires that non-fiscal records be retained for three years from the date that the *final report* for the grant is submitted. However, FRWDB Providers of Services do not necessarily know the grant year(s) that funds their contract. This could result in the provider destroying records prior to the date required by law.

Providers of Services will retain all records for their contract for three years (except as noted below) from the date their final closeout report is submitted to the FRWDB. When the three years has expired, Providers of Services will contact the FRWDB General Services Manager to have the records transferred to the FRWDB for storage. Providers are responsible for delivering the records to the FRWDB warehouse or as further instructed by GSA staff.

### Exception

All records, files and/or documents related to Basic Career Services clients (not enrolled into WIOA) will be maintained at the One Stop site for a rolling one (1) year. After 1 year, the records, files and/or documents are to be shredded and disposed of in accordance with the handling of Personally Identifiable Information (PII) requirements.

### Storage Requirements

Records should be stored in a secure manner at all times, as follows:

The storage box should be of the "banker box" variety with the following dimensions: 12.5 inches wide by 15 inches long by 10 inches deep. Each storage box must be labeled on both ends (the short ends) and a copy of the label placed inside of the box on top of the contents. Use form [GSA-001](#) as the label template.

Participant case files must be in alphabetical order.

For questions, please contact the FRWDB General Services Unit.