

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 10-12, Revision C

Date Released: August 23, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 23, 2021

Subject: Closed Case File Retention and Storage

Applicable Program: All

Revision History: Initial Release – 7/10/12; Rev B 5/31/17

This Revision C updates guidance on what records are required to be maintained in addition to the retention, storage and transfer requirements and applies to case files only.

Federal legislation requires that non-fiscal records be retained for three years from the date that the *final report* for the grant is submitted. This OD deals specifically with participant case files.

Provider of Services will retain all active and follow-up participant case files on site. At the completion of follow-up services, all participant case files will be transferred to the FRWDB warehouse. Providers are responsible for delivering the records to the FRWDB warehouse or as further instructed by General Service (GS) staff.

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) utilizing form GSA-001, Storage Box Label Template as the label.
 - Participant files must be in alphabetical order. Each box label must have the alphabetic range of the contents of the box i.e. A-Ce.
 - A copy of the label (GSA -001) and a list of participant names in alphabetical order must be placed inside of the box on top of the contents.
- Files to be delivered to FRWDB warehouse by Service Provider.

For questions, please contact the FRWDB General Services Manager.

Form:

GSA-001, Storage Box Label Template