

Regional Program Standards

Focus: WorkSource Centers WIOA Youth Program Services
 Other:

Topic: Participant Record Retention

Date: December 19, 2023

New

Revised

Page 1 of 1

Policy Overview

Record retention requirements are established for each program by the funding source. This policy lays out the record retention schedule where it is available and published by funders.

WIOA Adult, Dislocated Worker and Youth program participant files (**Note:** Applies to *exited participants only based on the program year in which they were exited*) may be commercially shredded and destroyed on or after the Disposition of Records date reflected on the schedule below. This includes participant program files as well as eligibility documentation for Adult and Dislocated Worker programs maintained at WorkSource Centers.

Discretionary grant participant files may be commercially shredded and destroyed on or after the date established in the grant agreement and communicated via program-specific Regional Program Standards or contract terms and conditions.

Contractors may have record retention schedules more restrictive than this, but may not have schedules less restrictive. These dates may not apply to corporate records of non-profits.

WIOA Record Retention Schedule

Program Year	State Submission of Final Expenditure Report to DOL	Disposition of Records
2010 (7-1-10 through 6-30-11)	September 30, 2013	October 1, 2016
2011 (7-1-11 through 6-30-12)	September 30, 2014	October 1, 2017
2012 (7-1-12 through 6-30-13)	September 30, 2015	October 1, 2018
2013 (7-1-13 through 6-30-14)	September 30, 2016	October 1, 2019
2014 (7-1-14 through 6-30-15)	September 30, 2017	October 1, 2020
2015 (7-1-15 through 6-30-16)	September 30, 2018	October 1, 2021
2016 (7-1-16 through 6-30-17)	August 14, 2019	August 15, 2022
2017 (7-1-17 through 6-30-18)	September 24, 2020	September 25, 2023
2018 (7-1-18 through 6-30-19)	September 30, 2021	September 30, 2024
2019 (7-1-19 through 6-30-20)	October 22, 2022	October 22, 2025
2020 (7-1-20 through 6-30-21)	September 18, 2023	September 18, 2026
2021 (7-1-21 through 6-30-22)	TBD	TBD
2022 (7-1-22 through 6-30-23)	TBD	TBD