

Section II: Local Agency Procedure Manual

III. Local Monitoring and Audits

B. Records Management

Purpose

To ensure local agencies are following a standardized records retention procedure.

Policy

Local agencies will manage the records within their office in accordance with the procedures outlined below and their contract with the State.

1. Destruction of Records

- Records with any sensitive, confidential or identifying information must be shredded, incinerated or electronically archived.
- If shredding or incineration is done by someone other than WIC staff, the destruction of the records must be witnessed by WIC staff.

2. All documentation of compliance with WIC service contract, including all deliverables, expenditures and accounting/finances must be maintained and available to review upon request during the term of the contract and for 8 years following its expiration.

- If an audit or any litigation is active when records would be disposed of, they must be maintained until completion of such action.
- All records relating to contracted services must be made available at the request of authorized state, federal, legislative or other auditors for WIC-related reviews.
- Paper files or documents do not need to be maintained when documentation is also stored electronically.