

## Section III: Local Agency Procedure Manual

### III. Local Monitoring and Audits

#### B. Records Management

##### **Purpose**

To ensure The State WIC Office is following a standardized records retention procedure.

##### **Policy**

The State WIC Office will manage the records within their office in accordance with the procedures outlined below.

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1. Destruction of Records including sensitive or confidential information:
  - Will be shredded, incinerated or electronically archived by WIC staff or contracted shredding company.
  - These documents will be referenced for updated destruction date determination with each purging of State records.
2. Record retention timeline will be determined for each type of document according to either (whichever is longest or most relevant to the document type):
  - USDA/FNS regulation;
  - Department of Administration record retention policy; and/or
  - Master Contract