

<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b> PL 105-220 Section 185	<b>PAGE 1 OF 2</b>
	<b>ORIGINAL ISSUE DATE</b> March 2006	<b>REVISION DATE</b> June 2013
	<b>AUTHORIZED BY:</b> Patricia Wallace, Assistant Director	
<b>SUBJECT:</b> Records Retention		<b>ADDENDA:</b>

**Purpose:**

To ensure compliance with Federal, State and local requirements regarding the retention of WIA applicant and participant records.

**Responsibility of:**

Program Supervisors and designated staff

**Process Description:**

All individuals seeking services offered through Maricopa Workforce Connections Career Centers are required to register with Arizona Job Connection (AJC). This is required for self-help as well as staff-assisted services provided by all partner agencies.

If the AJC is not operating or registration is being conducted at a site with no Internet access, paper forms will be used and entered into AJC when the system is available.

Note: Hard copy files are not created for individuals accessing self services. All customer information is maintained in AJC.

Applicants for WIA services meet with a Career Guidance Specialist to complete a WIA Core and Intensive Application for each individual at the time of WIA application. Once completed the WIA Application is printed out, signed by the applicant and CGS and placed in a participant file with appropriate documentation for program eligibility purposes.

WIA Applications that do not result in WIA enrollment are maintained for one year after the date of application.

Once files have been maintained for three years at the One Stop Center they are to be boxed and labeled using the HSD Records Form. Each box must clearly indicate:

- The contents of the box
- The career center or service provider
- The program year
- When the records are due for destruction

Arrangements must be made with HSD's approved vendor for file storage.

Enrolled individuals' files are retained for six years after exit and must include the WIA Participant Application and Associated Documents.

If an audit is being conducted on any portion of the WIA program, all records pertaining to the period of the audit must be retained until the audit is formally completed. This may require retention beyond the six year period.