PURPOSE:
To ensure that the local agency (LA) complies with all state and federal record retention regulations.

POLICY:
I. The LA is required to maintain full and complete records of WIC program operations.

PROCEDURE(S):
I. The LA is required to maintain program records (paper documents) that include, but are not limited to the following:
   A. Certification documents such as, self-declaration of income/address/identification, Rights and Responsibilities.
   B. Prescription for medically required formula.
   C. Ineligibility documents.
   D. Eligibility disqualification documents.
   E. Financial operations, including accounting records, reports, and source documents.
   F. Equipment and inventory-controlled non-equipment item purchases and inventory.
   G. Discrimination complaints and procedures.
   H. Fair hearing complaints/procedures.
   I. Personnel records for verification of properly credentialed staff (e.g., Registered Dietitians, Degreed Nutritionists, WIC Nutrition Assistant, etc.).

II. The LA is required to retain financial records and documents for a minimum of three years following the date of submission of the final expenditure report for the period to which the records pertain with the following qualifications:
   A. The record must be retained beyond the three year period of audit finding have not been resolved.
   B. Records of State property (Inventory/Disposition of CDPH funded Equipment) must be retained for three years after its final disposition.

III. The LA is required to have a written policy regarding record disposal that includes assurances that any records disposed must protect the identity and privacy of applicants and participants.
AUTHORITY:
7 CFR 246.25

CROSS REFERENCE
WPPM 120-10 Access to and Security of Confidential Information