

O-03 Record Retention

Updates:

7/1/15: Updated for WIOA

5/24/2007: Updated based on WIA Policy Update 07-05, USDOL-Funded Program Participant Records Retention

10/2004: First posted

All **program participant** files must be retained for seven consecutive years after the participant exits from U.S. DOL funded programs. The new retention period includes files pertaining to:

- WIA/WIOA Title 1 Adults, Dislocated Workers and Youth ages 14-24, including Special Response Grant recipients;
- WIA/WIOA Title 3 participants, including Veterans;
- Trade Assistance Adjustment participants;
- National Emergency Grant (NEG) participants.

Participant records that are subject to data element validation or in litigation may need to be retained longer. This policy does **not** apply to the retention of records associated with grant management, fiscal reporting, audits or records pertinent to applicants determined ineligible, or otherwise not served— all of which continue to have a three-year retention requirement. In the case of those determined ineligible or otherwise not served, the records should indicate the reason for ineligibility/refusal.