

Technical Assistance Guidance

TAG 33 - 2019

Issued Date: **Friday, April 26, 2019**

Subject:

Local Workforce Development Board (LWDB) - Workforce Connections (WC)

Policy Implementation Revision(s) & Update(s)

Workforce Innovation and Opportunity Act (WIOA) - Administrative Policies

Purpose

To provide additional guidance to overall provisions, established requirements, and processes that govern the record retention. In addition, to announce the publication and effective date for implementation of revisions/updates made to the following policy:

Admin-010-04 Record Retention

Background

By law, all local workforce development areas and sub-recipients are required to maintain and retain records of all programmatic, fiscal, and administrative activities funded in whole or in part under Title I of WIOA. Sub-recipients receiving WIOA Title I formula funds shall follow this policy. Sub-recipients must establish written internal policies/procedures that meet the requirements of this policy.

Modifications

- Policy revised to include record destruction guidelines, Sec. IV (J).

Action

Please share this guidance with staff and interested parties as necessary or appropriate.

With the commitment to improve processes and after further research and assessment of established requirements, WC has revised and implemented the above-referenced policy as appropriate. Technical assistance is available upon request.

Policy revisions/updates adopted and implemented as of Friday, April 26, 2019. WC Policies can be located at <http://nworkforceconnections.org>