

## Section II: Local Agency Procedure Manual

### III. Local Monitoring and Audits

#### B. Records Management

##### **Purpose**

To ensure local agencies are following a standardized records retention procedure.

##### **Policy**

Local agencies will manage the records within their office in accordance with the procedures outlined below and their contract with the State.

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#### **1. Destruction of Records**

- Records with any sensitive, confidential or identifying information must be shredded, incinerated or electronically archived.
- If shredding or incineration is done by someone other than WIC staff, the destruction of the records must be witnessed by WIC staff.

#### **2. All documentation of compliance with WIC service contract, including all deliverables, expenditures and accounting/finances must be maintained and available to review upon request during the term of the contract and for 8 years following its expiration.**

- If an audit or any litigation is active when records would be disposed of, they must be maintained until completion of such action.
- All records relating to contracted services must be made available at the request of authorized state, federal, legislative or other auditors for WIC-related reviews.
- Paper files or documents do not need to be maintained when documentation is also stored electronically.