



Operational Communication

Number: 00.00. 13.72000.00
New Revision

Date: July 1, 2006

Topic: WIA Record Retention Schedule

Affected Programs: All

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Purpose

To communicate to WIA contractors the record disposition schedule as provided by the State of Oregon, Office of Community Colleges and Workforce Development.

Related Information

WIA Contract Terms & Conditions – Section 10.c. Record Retention and Destruction. Adult and Dislocated Worker programs, Field Memo 4-12 dated May 5, 2005.

Record Disposition Schedule

Program Year	Final Expenditure Report Submission to DOL*	Disposition of Records
1998 (7-1-98 through 6-30-99)	November 10, 2003	November 10, 2006
1999 (7-1-99 through 6-30-00)	November 26, 2003	November 26, 2006
2000 (7-1-00 through 6-30-01)	April 22, 2004	April 22, 2007
2001 (7-1-01 through 6-30-02)	December 9, 2004	December 9, 2007
2002 (7-1-02 through 6-30-03)	October 28, 2005	October 28, 2008
2003 (7-1-03 through 6-30-04)	TBA	TBA
2004 (7-1-04 through 6-30-05)	TBA	TBA
2005 (7-1-05 through 6-30-06)	TBA	TBA

Schedule based on WSI Record Retention Policy updated February 6, 2006. Contractors may have record retention schedules more restrictive than this, but may not have schedules less restrictive. These dates may not apply to corporate records of non-profits.