



**1 RECORDS RETENTION SCHEDULE : Workforce Development Department (WDD)**

**2 EFFECTIVE DATE: 1/14/2025**

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Inst). Refer to the **Countywide Record Retention Schedule** for retention and destruction periods of records commonly found in all departments/entities. Refer to a **department or entity's Record Retention Schedule** for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 WDD Fiscal	ACCOUNTS PAYABLE/ CLAIMS FOR PAYMENT/ INVOICES/ PAYMENT VOUCHERS/ REQUESTS FOR WARRANTS: Employee Reimbursements, Purchase Order Documents, Cal-Card, Visa Justifications, Statements, Budget Workpapers, Fund Custodian Forms, Journal Entries, Payment Logs, Prepaid Logs, Requisition Forms (003), Safe Issuance Forms, Safe Reconciliation Workpapers, Year-End Workpapers, Year-End Estimates Workpapers, Travel Original Receipts, Travel Packets.			7 years	2 CFR § 200.334 Department Preference + 4 years
2 WDD Fiscal	ACCOUNTS RECEIVABLE/ DEPOSIT DETAIL AND BACKUP: Bank Account Maintenance Forms, Bank Deposits Support, Bank Deposit, Bank Reconciliation.			7 years	2 CFR § 200.334 Department Preference + 4 years
3 WDD Fiscal	ADJUSTMENTS AND RECONCILIATION: Prepaid Reconciliations, Reclass Journal Entries, Warrant Cancellations.			7 years	2 CFR § 200.334 Department Preference + 4 years
4 WDD Fiscal	AGREEMENTS & CONTRACTS: Amendments, Billings, Contracts, Correspondence, Invoices, Payments, Layoff Aversion Contractors, Incumbent Worker Training, On the Job Training.			7 years	2 CFR § 200.334 Department Preference + 4 years
5 WDD Admin	ANNUAL REPORT	Yes	Yes	Permanent	GC §26201 Department Preference
6 WDD Admin	CUSTOMER RECORDS / CASE FILES - (including, but not limited to: right to work documents, eligibility documents, proof of barriers, ISS)	Yes		7 years (from the end of the case follow up period)	2 CFR § 200.334 Department Preference + 4 years
7 WDD Fiscal	FINANCIAL REPORTING AND AUDITS: ATC Monitoring and Support, Direct Federal Reporting, Drawdowns Work Papers and Support, Leverages Work papers and Support, Single Audits Requests and Support.			7 years	2 CFR § 200.334 Department Preference + 4 years
8 WDD Admin	ONE STOP OPERATOR PROCUREMENT RECORDS. Records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.			3 years	WIOA Section 121(d)(2)(a) and 2 CFR § 200.318(i)
9 WDD Admin	REGULATIONS / POLICIES / PROCEDURES / REFERENCE MATERIALS:: Admin Handbook, Business Services Handbook , Desk Manuals, Youth Provider Handbook, Program Guide.			When superseded	GC § 26202; Best Practice
10 WDD Admin	REQUEST FOR SUPPORT SERVICES FORMS - Includes supporting documents and receipts. Supportive Services for the provision of gas cards, bus passes, reimbursements, CAL-Card purchases/vouchers, incentives, etc.	Yes		7 years (from the date of the issuance)	2 CFR § 200.334 Department Preference + 4 years

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

**Legal Authority Abbreviations**

**B&P** Business and Professions Code  
**CC** County Code (San Bernardino)  
**CCP** Code of Civil Procedure  
**CCR** California Code of Regulations

**CFR** Code of Federal Regulations  
**EC** Elections Code  
**EVC** Evidence Code  
**FC** Family Code

**GC** Government Code  
**H&S** Health and Safety Code  
**IRC** Internal Revenue Code  
**IRS** Internal Revenue Service

**LC** Labor Code  
**PC** Penal Code  
**R&T** Revenue and Taxation Code  
**UFC** Uniform Fire Code

**USC** United States Code  
**VC** Vehicle Code  
**WC** Water Code  
**W&I** Welfare and Institutions Code

**Schedule Abbreviations**

**DP** Department Preference  
**CR** Custodian of Record



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11	WDD Fiscal	VENDOR AND TAX DOCUMENTS: Vendor Set Up Forms, W9 Forms			7 years	2 CFR § 200.334 Department Preference + 4 years
12	WDD Admin	WORKFORCE DEVELOPMENT BOARD: To include agendas, minutes, board agenda items, travel, lists of names of members of official Boards, Committees and Commissions, By-Laws, Local/Regional plans.			When no longer required - Minimum 2 years	GC § 26202
13	WDD Admin	YOUTH PROGRAM CONTRACTS/POLICIES: Contracts/Agreements, Internal Monitoring Reports, Proposal Requests, Policy Manuals, Grant Applications, Procurements, Memoranda of Understanding	Yes	Yes	7 years	2 CFR § 200.334 Department +C12:G20Preference + 4 years

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