



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-23

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors
DCS Area Directors

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

John A. King, Commissioner
Division of Unemployment Assistance

Laurence C. Jones, III, Director of Civil Rights
Division of Career Services / Division of Unemployment Assistance

Date: March 31, 2004

Subject: Record Retention Policies

Purpose: The purpose of this information is to transmit updated information regarding the following Policies:

Records Retention

- #00-11 (states that sub-recipients must maintain records for (3) years from the date of the final expenditure report)
- #00-23 (clarifies when the (3) three year retention period begins)
- #03-03 (retaining old JTPA records)

The above policies have been adopted by DCS and DUA and remain in effect with the following exceptions:

- Division of Career Services/Division of Unemployment Assistance replaces the Corporation for Business, Work and Learning.

Action

Required: Please distribute copies of this policy to all appropriate individuals in your organization.

Effective: Immediately

Inquiries: Questions related to this information may be addressed to Eddie Bartkiewicz at (617) 626-5073 or Email: EBartkiewicz@detma.org.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-23.