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.

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.