
Record Retention

NOTE: Extracted from fully executed Career Services/Case Management Contract

The CONTRACTOR shall retain all records pertinent to this CONTRACT, including financial, property, programmatic records, participant records, supporting documents and statistical records, for a period of no less than six (6) years from the end of the program year in which this ends, subject to the following qualifications:

- a. If prior to the expiration of the six (6) year retention period, any litigation or audit is begun or a claim is instituted involving the grant or agreement covered by the records, the recipient shall retain the records beyond the six (6) year period until the litigation, audit findings, or claim has been finally resolved.
- b. If non-expendable property was acquired through WIOA funds or assigned to the CONTRACTOR by the NWGRC, the CONTRACTOR shall retain records on said property for a period of six (6) years after final disposition of the property except as provided in Item (a) above.
- c. Should the CONTRACTOR cease to do business within the six (6) year period or thereafter during the required record retention period, the CONTRACTOR agrees to forward all records (financial, participant, statistical property), complete in form, to NWGRC. The CONTRACTOR shall retain sole liability for the content of such records.
- d. CONTRACTOR understands and agrees that when requested, CONTRACTOR shall complete and furnish to NWGRC or its Designee all forms, reports, documents, and records within ten (10) days of said request. Failure to comply with this provision will result in NWGRC withholding any reimbursement due the CONTRACTOR until such time that the CONTRACTOR complies with NWGRC's request.
- e. Record Maintenance. The CONTRACTOR assures that it will maintain records sufficient to determine the amount and applicable cost category for all expenditures.