

## Record Retention

- I. WIC files must be kept for Federal or State auditors' review for the length of time specified below:
  - a. Electronic records within the VISION system are maintained by the state agency for a minimum of four years.
  - b. Any remaining paper participant charts/files may be destroyed according to procedures listed below. The State WIC Agency has all required participant records on file electronically.
  - c. All other files and reports including, but not limited to, information pertaining to financial operations, food delivery systems, food benefit issuance and redemption, equipment purchases and inventory, certification, nutrition education, civil rights and fair hearing procedures may be destroyed after 4 years.
- II. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the 4 year period, the records should be kept until all issues are resolved.
- III. If electronic images of historical documents are maintained, then hard copies do not need to be retained. Any hard copy documents that were scanned into the VISION system do not need to have the hard copies retained on file. These may be shredded after they are scanned.
  - a. Destruction should be completed according to local health department policy.
    - i. Shredding or burning are acceptable methods of destruction.
    - ii. Disposal of records at a dumpsite is not an acceptable method of destruction.
  - iii. Destruction may be completed by a third party contractor if approved by local health department policy.