

WASHINGTON STATE WIC

POLICY AND PROCEDURE MANUAL



VOLUME 2, CHAPTER 7

Record Retention

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POLICY: Record Retention Requirements

Staff must keep specific WIC documents on file at the local agency for:

- four years for client files and clinic operations documents
- six years when related to WIC grant expenditures and accounting.

See the required record retention timeframes for specific WIC documents listed below.

PROCEDURE:

Staff:

A. Keep the following Client Services documents for four (4) years:

1. Signed check stubs.
2. Signed Transfer Card stubs.
3. Computer check stock inventory log.
4. WIC Check Replacement Form.

B. Keep the following documents for four (4) years:

1. Signed Rights and Responsibilities (R & R) forms (from date signed).
2. WIC prescription forms (from date signed).
3. Client file notes written in hard copy. Most WIC agencies use Client Services to document notes and don't keep client notes on paper.
4. High Risk Care Plans, if not recorded in Client Services.
5. Files of clients who came to the clinic for a new certification or for recertification and were determined not eligible for WIC.

For example: When an applicant visits the clinic to apply and is found ineligible, staff print a Not Eligible letter from WIC website, fill it out, and make a copy of the letter to keep on file.

6. Nutrition education plans.
7. Documentation of required staff training.
 - Annual civil rights training.

CHAPTER 7 RECORD RETENTION REQUIREMENTS**Section 1 Record Retention Requirements**

- Paraprofessional competency training documentation.
- Nutrition training for paraprofessional CPA's.
- Breastfeeding training.

Keep staff training records for four years after employee leaves the agency.

8. Outreach documentation records.
 9. Local agency Farmers Market Nutrition Program (FMNP) check issuance policies.
 10. Farmers Market Nutrition Program check registers.
 11. Local agency policies, such as returned formula policy and multi-month check issuance policy.
 12. Approved policy waivers, such as client processing standards waiver.
 13. Language Line usage logs.
 14. Annual Breastfeeding Peer Counseling Grant Reports.
 15. Local agency breast pump issuance policy.
 16. Breast pump inventory.
 17. Stolen breast pump reports.
 18. Yearly self-evaluation plans.
- C. Keep the following documents related to the WIC grant for six (6) years:
1. Agency fiscal and accounting records.
 2. Expenditure report and supporting documents.
 3. Time studies and supporting documents.
 4. Grants management records.
 5. Contracts.