WASHINGTON STATE WIC NUTRITION PROGRAM

Washington State WIC Manual
Notice of Revision

<table>
<thead>
<tr>
<th>Volume 1</th>
<th>Volume 2</th>
<th>Volume 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[x]</td>
<td></td>
</tr>
</tbody>
</table>

**Date:** 6/30/2014  
**Notice Number:** 2014-09

**Chapter:** 7 – Record Retention Requirements

**Section:** See Table of Revisions

**Policy/Recommendation/Description/Procedure:**

Type of Action/Change:  
- [x] Supersedes  
- [ ] New  
- [ ] Delete

**If you have questions about this revision or wish additional copies, call or write:**

Department of Health  
State WIC Nutrition Program  
P.O. Box 47886  
Olympia WA 98504-7886  
Call: 1-800-841-1410

**Explanation of Revisions:**

- We updated policies related to keeping WIC records, documents and forms.
- We are reorganizing our Volume 2 WIC Manual policy chapters. We are creating more chapters for our administrative guidance policies to make it easier for you to access policies. See the Volume 2 – WIC Manual Crosswalk for more information about the changes and restructuring of Volume 2.
- We are posting Volume 2 chapters to the website, but not printing and sending them to clinics.
- The table of revisions on the next page lists high level changes to the chapter. Please review the new chapter for the specific changes to each policy.

**Remove:**  
Volume 2, Chapter 7 – Farmers Market Nutrition Program was moved to Volume 1, Chapter 8.

**Insert:**  
N/A. We aren’t printing Volume 2 chapters.

**Attachments:**

- [x] Memo  
- [x] Manual Revision  
- [ ] Other
Volume 2, Chapter 7 – Record Retention Requirements

Table of Revisions

<table>
<thead>
<tr>
<th>Policy/Page</th>
<th>Revision</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout chapter</td>
<td>We revised and reworded the chapter to meet Department of Health “Plain Talk” guidelines.</td>
<td>Plain Talk guidelines help make materials more clear and easier to read.</td>
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</tbody>
</table>
| “Record Retention Requirements” p. 1 - 2 | **Policy:** Staff must keep specific WIC documents on file at the local agency for:  
- Four years for client records.  
- Six years when related to WIC grant expenditures and accounting.  
**Procedure:** Staff keep Client Services documents (signed check stubs, computer check stock inventory logs, etc.), client documents (R & R’s, WIC prescription forms, etc.) for four years.  
Staff keep WIC grant documents (fiscal and accounting records, time study documents, etc.) for six years.  
Procedure lists additional documents and time frames for keeping them. | |

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