



<b>Employ Milwaukee Administrative Memo</b>			
Issue Date	04-25-23		23-01
Routing	CEO	CPO	CFO
	<b>WIOA Service Providers</b>		ALL STAFF

**TO:** WIOA Title IB Service Providers

**FROM:** Suzanne Reinstein, WIOA Program Manager

**RE:** **WIOA Title IB Archive Files**

**PURPOSE:** The purpose of this Administrative Memo is to communicate the policy and process for the storage of all WIOA Title IB Archive Files.

**BACKGROUND:** Employ Milwaukee, Inc., “the entity,” is committed to establishing standards for record retention compliant with state and federal regulation. DWD’s Division of Employment and Training (DWD-DET) requires that its grantees and subrecipients have local written policies in place to govern access to and retention of grant related records compliant with WIOA, OMB’s Uniform Administrative Guidance, and WIOA Titles 1-A and 1-B Policy and Procedure Manual.

**INFORMATION:** The electronic or paper file shall contain all necessary program documents as outlined in WIOA Title 1-A & 1-B Policy & Procedure Manual Chapter 12. It is the responsibility of the WIOA contracted provider to maintain participant paper or electronic files per this order. Please see EMI’s Local Record Retention Policy 21-02 using the following link:  
<https://www.employmilwaukee.org/Employ-MKE/site-assets/21-03LocalRecordsRetentionPolicy.pdf>

Employ Milwaukee is responsible for the storage of all archive files once a WIOA participant has completed the WIOA Title 1 follow-up phase and must be returned to EMI on a quarterly basis using the following process outlined below.

The following process must be used by subrecipients when organizing paper archive files:

1. All participant files must be placed in a manila file folder with name and ASSET PIN Number labeled on the top tab (typed or legibly handwritten) in the following format. (Last Name, First Name, ASSET PIN#). Exit year must also be written with black sharpie on the tab to easily identify exit year.
  - a. The separate file containing medical and disability information must be labeled using the same method identified above in #1.
2. Files must be placed in letter size banker boxes, in alphabetic order and separated by program.
  - a. The separate medical and disability folder must be placed in separate letter size banker boxes sorted alphabetically and separated by program.
3. Each letter size banker box must include the program name on the outside of the box. For medical and disability banker boxes, include additional label of “Confidential”.
4. Notify Program Specialist to coordinate delivery of the files.