

Indiana WIC Program
Indiana State Department of Health

Financial Records Retention and Disposal

Policy

Local Agency (LA) must maintain Financial Records.

Authority

7CFR Part 3016, 7 CFR Part 246.25, OMB Circulars A-102, A-110,
ASMB C-10

Procedures

- I. Financial Records include but are not limited to:
 - A. General ledger.
 - B. Time cards.
 - C. Time studies.
 - D. Cost allocation plans.
 - E. Payroll ledger.
 - F. Check register.
 - G. Bank Statements.
 - H. Invoices.
 - I. Bills.
- II. LA must:
 - A. Retain original WIC Financial Records for three years from the closeout (CO) of the grant year.
 - B. Assure that all WIC Financial Records and Records Destruction Log are maintained electronically for three years from the closeout (CO) of the grant year.
 - C. Keep all records until any issues are resolved for the following:
 1. Litigation.
 2. Claim dispute.
 3. Negotiation.
 4. Other action.
 - D. Complete the Request for Disposition of Records and submit to the SA as instructed on the form.
 - E. Prior to disposition, records to be destroyed should be recorded in a Records Destruction Log.

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- F. Maintain a copy of the approved Disposition of Records form for three years from the closeout (CO) of the grant year.