Division of Community Nutrition

Subject: **Record Retention**		*Policy:* **ADM 11.0**
Reference: **CFR §246.25**	*Effective*: **May 1, 2026**	*Supersedes*: **March 15, 2018**

I. Policy:

Local agencies are required to retain records concerning program operations in accordance with State and Federal guidelines.

II. Procedure(s):

A. Retain WIC-only records (Electronic or Paper Form) for three (3) years, or until all audits, litigation, claims, or other actions involving the records are resolved.

1) WIC-only records include:

a. Participant records in its entirety

b. Food instrument issuance and redemption records;

c. Civil rights and fair hearing procedures and documents such as complaint letters and disqualification letters;

d. Equipment purchases and inventory; and

e. Information on financial operations (e.g., Time & Effort sheets, budget reports, expenditures, vouchers, ATV's, payroll).

f. Crossroads generated reports (e.g., Daily Appointment to be Rescheduled, Participants Who Failed to Pick Up Benefits).

B. Retain integrated records following the Commonwealth of Virginia's records retention and disposition schedule. This policy can be located using the following hyperlink: https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/21005.pdf

C. All records, except participant records (unless they are the only source of certification data), shall be available during normal business hours for representatives of the Department of Comptroller General of the United States to inspect, audit and copy.

D. Destroy records by burning, shredding or pulping.

1) Before records are destroyed, the form shall be sent to the Library of Virginia

a. Complete the Certification of Records Destruction Form (Appendix 6).