

SECTION: Administration**SUBJECT: Local Agency Record Keeping**

Federal Regulations: §246.6 and § 246.25 and **State Regulation:** 19a-59c-4

POLICY

Each local agency shall maintain full and complete records of the following:

- Certification
- Civil rights
- Fair hearings
- Financial management
- Food delivery
- Nutrition education
- Outreach
- Vendor

Records shall be retained for a minimum of three years following the submission of the final expenditure report for the period to which the reports pertain*.

All records (except medical records unless they are the only source of certification data) shall be available for inspection by authorized WIC program and Department of Public Health agents during normal business hours.

Destruction of Confidential Files

Confidential files will be retained in accordance with 7CFR 246.25 and destroyed in accordance with State Regulation 19a-59c-4.

Municipal Government Agencies

Permission to destroy public records of municipal government agencies must be obtained through the Connecticut state library, public records administrator.

Permission, if granted, will be in writing by a procedure adopted by that office pursuant to CGS 7-109 and 11-8. Retain a copy of the written request and the Public Records Administration approval to destroy records on file.

Private non-profit Agencies

Private non-profit agencies shall comply with their host agency policy for the destruction of confidential files. A copy of the request and approval must be maintained in the local agency file for DPH agents.

Where the Host Agency policy does not require written approval/request for destruction of records, the Local Agency must provide evidence that records are being destroyed in a confidential manner.

*The State agency reserves the right to require longer retention for the resolution of an audit or any litigation.