

## **Policy Summary**

### **SCP 5.4**

#### **Record Retention**

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Boards (LWDBs), the Department of Employment, Training and Rehabilitation (DETR) follows federal guidance in creating a policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 5.4 to the Governor's Executive Committee for review and approval.

This policy provides the requirements and procedures for the retention of records relating to WIOA contract funds. The purpose of this revision is to update federal regulations, and references throughout the policy, in addition, hyperlinks have been added for easier accessibility to reference documentation. The definition section has been updated for consistency across all SCPs. This policy is being revised for compliance and to provide clear and concise guidance to the LWDBs for local area policy development.