

	New Jersey Workforce Innovation Notice		WD-PY24-6, Change 1
	Issued By:	Workforce Development, Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	March 21, 2025; Revised July 17, 2026	

SUBJECT: Procedures for WIOA Records Retention

PURPOSE: This document provides guidance related to the New Jersey Department of Labor's record retention requirements.

EFFECTIVE DATE: This guidance is effective immediately.

POLICY RESCISSIONS: This guidance rescinds **WD-PY24-6** effective immediately.

FOR MORE INFORMATION: Questions about this policy may be directed to WIOAPOLICY@dol.nj.gov.

OVERVIEW

WD-PY24-6 provided the workforce system with the Federal record retention requirement at 2 CFR 200.334, which was three years. This new guidance clarifies that the New Jersey Department of Labor's (NJDOLE) Terms and Conditions, included in each local workforce development board's agreement, requires a period of **seven** years as seen below.

Retention – The grantee agrees to maintain all records pertinent to all grants, contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of seven years from the date of the final expenditure or final program report, whichever is the latest. The aforementioned records will be retained beyond the seven years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved. The grantee agrees to ensure that subgrantees retain records in accordance with these requirements. In the event of the termination of the relationship between grantee and subgrantees, the grantee shall be responsible for the maintenance and retention of the records of any subgrantees unable to retain them.

Required Action

Local Workforce Development Boards must ensure that all financial and programmatic records, supporting documents, statistical records, and all other pertinent records shall be retained for a period of **seven** years (three years on site, four years in storage), unless directed to extend the retention by NJDOLE. County and local agencies can utilize local record storage facilities based on their needs.