

RETENTION OF RECORDS

Supplement to Technical Advisory # 16-2

Workforce Innovation & Opportunity Act			
Program Year	Program Year Closeout Date¹	Record Retention Date²	Comments
2016	09/27/19	09/27/22	Final expenditure report for PY 2016 was due 90 days after 06/30/19 or 09/30/19. The final expenditure report was submitted to USDOL on 09/27/19; therefore, the 3-year Record Retention Period ends on 09/27/22 .
2017	09/28/20	09/28/23	Final expenditure report for PY 2017 was due 90 days after 06/30/20 or 09/30/20. The final expenditure report was submitted to USDOL on 09/28/20; therefore, the 3-year Record Retention Period ends on 09/28/23 .
2018	09/28/21	09/28/24	Final expenditure report for PY 2018 was due 90 days after 06/30/21 or 09/30/21. The final expenditure report was submitted to USDOL on 09/28/2021; therefore, the 3-year Record Retention Period ends on 09/28/24 .
2019	09/28/22	09/28/25	Final expenditure report for PY 2019 was due 90 days after 06/30/22 or 09/30/22. The final expenditure report was submitted to USDOL on 09/28/2022; therefore, the 3-year Record Retention Period ends on 09/28/25 .
2020	09/27/23	09/27/26	Final expenditure report for PY 2020 is due 90 days after 06/30/23 or 09/30/23. The final expenditure report was submitted to USDOL on 09/27/23 ; therefore, the 3-year Record Retention Period ends on 09/27/26 .
2021	TBD	TBD	Final expenditure report for PY 2021 is due 120 days after 06/30/24 or 10/28/24. The final expenditure report was submitted to USDOL on XXXXX; therefore, the 3-year Record Retention Period ends on XXXXXX.

1. "Program Year Closeout Dates" provided above represent the actual date the final WIOA expenditure report was submitted by the NYS Department of Labor to the U.S. Department of Labor.

2. "Record Retention Dates" provided above represent a period of three (3) years from the "Program Year Closeout Date".

Trade Adjustment Assistance (TAA)			
Federal Fiscal Year	Federal Year Closeout Date ³	Record Retention Date ⁴	Comments
2016	01/29/19	01/29/22	Final expenditure report for FY 2016 was due 90 days after 09/30/18 or 12/31/18. The final expenditure report was submitted to USDOL on 01/19/19; therefore, the 3-year Record Retention Period ends on 01/29/22 .
2017	01/28/20	01/28/23	Final expenditure report for FY 2017 was due 90 days after 09/30/19 or 12/31/19. The final expenditure report was submitted to USDOL on 01/28/20; therefore, the 3-year Record Retention Period ends on 01/28/23 .
2018	02/01/21	02/01/24	Final expenditure report for FY 2018 was due 90 days after 09/30/20 or 12/31/20. The final expenditure report was submitted to USDOL on 02/01/21; therefore, the 3-year Record Retention Period ends on 02/01/24 .
2019	01/28/22	01/28/25	Final expenditure report for FY 2019 was due 90 days after 09/30/21 or 12/31/21. The final expenditure report was submitted to USDOL on 01/28/2022; therefore, the 3-year Record Retention Period ends on 01/28/25 .
2020	12/29/22	12/29/25	Final expenditure report for FY 2020 was due 90 days after 09/30/22 or 12/31/22. The final expenditure report was submitted to USDOL on 12/29/2022; therefore, the 3-year Record Retention Period ends on 12/29/25 .
2021	1/2/24	01/02/24	Final expenditure report for FY 2021 is due 90 days after 09/30/23 or 12/31/23. The final expenditure report was submitted to USDOL on 01/02/24 ; therefore, the 3-year Record Retention Period ends on 01/02/27 .
2022	TBD	TBD	Final expenditure report for FY 2022 is due 120 days after 09/30/24 or 01/28/25. The final expenditure report was submitted to USDOL on XXXXXXXX; therefore, the 3-year Record Retention Period ends on XXXXXXXX .

3. "Federal Year Closeout Dates" provided above represent the actual date the final TAA expenditure report was submitted by the NYS Department of Labor to the U.S. Department of Labor.

4 "Record Retention Dates" provided above represent a period of three (3) years from the "Federal Year Closeout Date".

IMPORTANT:

The tables above have been prepared for WIOA and TAA funds only. It is understood that Local Workforce Development Areas may operate other programs with federal funds that are passed through from NYSDOL and must apply the 3-year Record Retention policy accordingly. Please contact your local FOTA Representative with questions regarding the 3-year retention period applicable to all other federally funded programs not shown above.

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