



POLICY: Local WIC programs shall retain WIC records for the time period indicated.

PURPOSE: To ensure the orderly retention of WIC records for legal, fiscal, or administrative audits and monitoring, regardless of medium or physical format.

RELEVANT REGULATIONS: 7 CFR §246.25 ¶(a)—Records and Reports: Record-keeping requirements
OAR 166-150-0065 ¶(20)—Oregon State Archive’s Rule for Health Departments Records on Public/Community Health Records; Public Health Service Records
OAR 166-101-0010 ¶(13)—Oregon State Archive’s Rule for Voter Registration Records

OREGON WIC PPM REFERENCES: ◆440—Nutrition Training Manual
◆480—Voter Registration: National Voter Registration Act

APPENDICES: Appendix A 426.2 List of Forms or Records with Retention Period

DEFINITIONS: *CFRs* Code of Federal Regulations

OARs Oregon Administrative Rules

WIC records Documents containing information relating to WIC services provided to WIC participants; WIC program operations; and local program staff training, regardless of medium or physical form.

Retention period The minimum length of time a record must be retained as authorized by an applicable retention schedule published in the CFRs and the State Archives Division in the OARs, or recommended by the State WIC Program.

PROCEDURES:

Retention period for participant records 1.0 Participant records are WIC records documenting the WIC services provided to participants. The OARs require the retention period for WIC participant records relating to certification that are not documented in TWIST be **six years after the last service**. These records include but are not limited to:

1.1 Any form that requires the participant’s signature such as:

1.1.1 “*Participant Signature Form*” (form 57-629): Participants sign this to indicate they have been notified of and understand their rights and responsibilities as WIC participants, as well as authorization and release of information and consent for services.

RECORD RETENTION PERIOD, cont.

<i>(Retention period for participant records:)</i>	1.1.2 “No Proof Form for Special Situations” (form 57-633) 1.1.3 “Hospital Grade Breast Pump Loan Agreement” (57-750) or “Breast Pump Release Form” (form 57-751) 1.1.4 Any applicable local program forms 1.2 Prescription notes from health care providers 1.3 Correspondence 1.4 Reports 1.5 Professional notations 1.6 Laboratory reports 1.7 Clinical or medical records including client identification, progress notes, and records of visits and other related data
<i>Retention period for staff training records</i>	2.0 Staff training records are WIC records documenting the completion of each training module by a local WIC program staff person. 2.1 The retention period for local WIC program staff training records is three years following the date of completion of each training module. Retain a copy of the training module completion form as staff completes each training module. Please refer to ♦440—Nutrition Training Manual, for parts of forms to be retained after completion of a training module.
<i>Retention of other WIC records</i>	3.0 Other WIC records are documents that may include information pertaining to WIC program operations. The CFRs require the retention for these documents be three years. These include but are not limited to: <ul style="list-style-type: none">• abuse or civil rights complaint logs;• civil rights and fair hearing procedures;• customer service complaint logs;• transaction reports such as lost and stolen FI reports;• FI signature stubs;• FI issuance and redemption,• Farm Direct check registers, or• quarterly individual time studies.
<i>Retention of NVRA forms</i>	4.0 The retention period for the declination portion of the “Agency Voter Registration Form” from the Elections Division is two years. Please refer to ♦480—Voter Registration: National Voter Registration Act.
<i>Record retention schedule</i>	5.0 Local programs shall retain WIC records according to the retention period indicated. Below is a summary of the retention period for some materials. 5.1 Please refer to page 426.2 of this policy for a listing of miscellaneous WIC records and their retention period.
<i>Purpose for retention</i>	6.0 Retain these WIC records in case of any litigation, claim negotiation, audits, and for local program reviews. ★

Below is a list of forms or reports with the required retention period.

600 Series — Certification Forms & Applicant/Participant Materials		
Form Number	Form or Report Title	Retention Period
57-629	Participant Signature Form	6 years after last service
57-633	No Proof Form For Special Situations & Income Averaging	
57-750	Hospital Grade Breast Pump Loan Agreement	
57-751	Breast Pump Release Form	
N/A	Prescriptions notes from health care provider	

Miscellaneous WIC Forms		
Form Number	Form or Report Title	Retention Period
SEL-503	Motor Voter: Agency Voter Registration Forms (Declination Form)	2 years
910-Engl 910-Span	Lost and Stolen Food Instrument (FI) Report	6 months
N/A	Quarterly Individual Time Studies	3 years
N/A	Staff Training Module Completion Forms	
635-Engl	WIC Transfer Card: Verification of Certification (VOC) Card (Retain county-produced transfer card issuance logs)	

Miscellaneous WIC Reports and Records		
Report Number	Report Title	Retention Period
FI200R	State-Mailed Food Instruments	3 years
FI180R	Local Agency Issuance Log	
N/A	Food Instrument Stub	
N/A	Farm Direct Nutrition Program Check Register/Issuance List	