

EXHIBIT A

County of Monterey - Workforce Development Board						
Retention Schedule						
Code	Category	Description	Retention Period	Justification	Disposition	Confidential or Sensitive record
Accounting						
A0001	Accounts Payable- Payments to Participants	Records/Receipts of payments made to participants in WDB programs and services	CY + 3 yrs	2 CFR 200.333	Shred if hardcopy; delete/purge if electronic.	No
Personnel						
PA001	Participant Files	Records/Documentation about participants. Personal info on participant and family.	CY + 3 yrs	2 CFR 200.333	Shred if hardcopy; delete/purge if electronic.	Yes