

# Washington State WorkSource System Policy

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**Policy Number:** 1029

**Policy Title:** Document Storage and Organization

**Effective Date:** TBD, 2025

## 1. **Purpose:**

This policy requires Local Workforce Development Boards (LWDBs) and Employment Security Department (ESD) Program Operators to implement standard procedures for participant file document organization and management.

## 2. **Background:**

[Section 185\(a\)\(3\)](#) of the Workforce Innovation and Opportunity Act (WIOA) requires states to maintain standardized records for all participants. The absence of a standard policy or procedure for document storage and organization could result in inability to monitor participant files in a timely and efficient manner due to the time it takes to find documents and documentation.

## 3. **Policy:**

LWDBs and ESD Program Operators must develop standardized local procedures or policies for case file storage and organization, including where and how participant information is documented and stored in the state's MIS or in paper files. This includes, but is not limited to, all documents related to program eligibility, participation, financial records and other participant-related documents that are subject to monitoring.

This requirement applies to the following U.S. Department of Labor funded programs:

- WIOA Title I-B youth (LWDB)
- WIOA Title I-B adult (LWDB)
- WIOA Title I-B dislocated workers (LWDB)
- WIOA Title I-B Statewide Activities (LWDB)
- National Dislocated Worker Grants (LWDB)
- Wagner-Peyser Employment Service (ESD)
- Trade Adjustment Assistance (ESD)
- Reemployment Services and Eligibility Assessment (ESD)
- Jobs for Veterans State Grant (ESD)

LWDBs and ESD Program Operators must have local policies or procedures adopted and implemented within 180 days of the effective date of this policy.

**4. Definitions:**

N/A

**5. References:**

[WIOA Law Section 185\(a\)\(3\)](#)

**6. Supersedes:**

N/A

**7. Website:**

[Workforce Professionals Center](#)

**8. Action:**

Local Workforce Development Boards and their contractors, as well as ESD Regional Directors and Program Operators, must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**9. Attachments:**

None

**Direct Policy Inquiries To:**

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Employment System Policy and Integrity Division  
Employment Security Department  
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**Direct Monitoring Inquiries To:**

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