

June 8, 1999

NCCCS/JTPA FIELD MEMORANDUM #99-04

TO: Select Presidents

FROM: Stephanie Deese, Associate Director
Workforce Development Section

SUBJECT: ▶ **Retention of JTPA Records**
▶ **Disposal of Property**
▶ **Updated Income Chart**

As referenced in NCCCS/JTPA Field Memorandum #99-01, the JTPA 8% programs will expire on **June 30, 1999**. As a result, we must follow federal and state regulations for the retention of JTPA records and the disposal of JTPA property.

RETENTION OF RECORDS

All regulations which govern the operations of Job Training Partnership Act programs are published in *The Federal Register*. In Vol. 48, No. 51, Section 629.35 (e and f), a requirement regarding the retention of JTPA records is cited to wit:

“ . . . each subrecipient of funds shall insure that procedures are developed for retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for a period of three years from the date of obligation of funds. Records for nonexpendable property shall be retained for a period of three years after final disposition of the property.

“The aforementioned records will be retained beyond the three 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.”

Please be aware that even if your project has been audited, the retention of all records for a period of three years is required. If you are unable to make appropriate arrangements for the retention of the JTPA records, please notify me immediately.

(Cont.)

S99-020
Paper Copy

DISPOSAL OF JTPA PROPERTY

Please identify any property purchased with JTPA 8% funds with a life expectancy of more than one (1) year on the attached form and return to me by **June 25, 1999**. Further instructions will be provided upon receipt of the fax document.

UPDATED INCOME CHART

Attached is a copy of the updated Income Chart for eligibility purposes.

Let me take this opportunity to thank each of you for the cooperation and assistance that my staff and I have received from you over the years. While the JTPA program may be going away, there will continue to be a strong role for the colleges in the new *Workforce Investment Act*, which will take its place. I hope to continue to work with you under the new legislation.

If I may provide you any assistance, please feel free to contact me at 919-733-7051, Ext. 456.

SD/bl

Attachments

c: JTPA Coordinators

FAX DOCUMENT

TO: Stephanie Deese
NCCCS

FAX (919) 715-5796

FROM: _____
College

JTPA 8% Program Operator

Phone number

DATE: _____

Listed below is a list of the property purchased using JTPA 8% funds: