WEST VIRGINIA CODE: §5B-2R-5

§5B-2R-5. Record-keeping requirements and protections.

(a) Employers that receive an award pursuant to this article must retain the following records for a period of no less than five years and provide copies of the same to the department or the division upon request:

(1) A copy of the training curriculum;

(2) A copy of the certification or documentation for any specialized company training provided to the trainee;

(3) Documentation of training completion;

(4) Payroll records verifying that the employee has received a qualifying wage increase; and

(5) With regard to each eligible employee who receives upskilling training pursuant to the program:

(A) Employee’s name;

(B) Last four digits of employee’s social security number;

(C) Employee’s date of birth;

(D) Proof of employee’s eligibility;

(E) Employee’s hire date;

(F) Employee’s occupation and position;

(G) Name of training provided;

(H) Date on which training period started;

(I) Wage information for the six months immediately preceding commencement of the eligible training and the two months immediately succeeding completion of the eligible training; and

(J) Cost of training the employee.

(b) Records and information provided by an employer to the division or the department pursuant to the program are exempt from disclosure under §29B-1-1 *et seq.* of this code.

WV Legislature