

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.