**State Wage Interchange System (SWIS)**

**Performance Accountability and Customer Information Agency (PACIA) *or*   
State Unemployment Insurance Agency (SUIA)**

***SWIS Record Retention Resource***

The SWIS Data Sharing Agreement, at Section XI.B.5 provides:

*“The PACIA shall retain the Wage Data received from the SUIA only for the period required to utilize it for assessment and reporting purposes, or to satisfy applicable Federal or state records retention requirements. Thereafter, the Wage Data shall be destroyed, including the degaussing of magnetic tape files and permanent deletion of electronic data. The PACIA shall not retain the records for more than five (5) years from the date the Result is received.”*

For purposes of the SWIS, Wage Data are the individually identifiable information obtained from the SWIS including, but not limited to employee names, SSNs, employer names, FEINs, state tax ID numbers, and associated wages, as well as NAICS codes when such codes are combined with other identifying information. Wage Data are confidential UC information under 20 C.F.R. Part 603.

SWIS Wage Data may only be retained for the period of time required in order to use it for assessment or reporting purposes unless there is a Federal or state record retention requirement that requires the record to be held longer. All records containing individually identifiable Wage Data must be destroyed once the assessment or performance reporting has been completed, unless there is a specific legal requirement in your state to retain the individually identifiable information beyond the reporting or assessment period.

If a PACIA has identified a legal record retention requirement in the state that extends beyond five years, ETA is requesting that the PACIA submit that legal requirement for review and acknowledgement. Presented below is a suggested format to document that requirement, but States are welcome to communicate this in a letter.

The completed SWIS Record Retention Resource should be sent with applicable state statue(s) to [swis@dol.gov](mailto:swis@dol.gov) and [swis@cds2.com](mailto:swis@cds2.com).

|  |  |
| --- | --- |
| **State:** |  |
| **PACIA Agency:** |  |
| **PACIA Contact Name:** |  |
| **Agency/Organization:** |  |
| **State Data Retention Policy:**  **(please identify state retention/deletion period if over 5 years and include a hyperlink or attached reference to any pertinent state statue(s))** |  |