



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 55403

Agency ID #: 651

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT</p> <p style="text-align: center;">DIVISION OF FINANCE</p> <p>DIVISION OF TEACHING & LEARNING SUPPORT</p> <p style="text-align: right;">DEC 12 2007</p> <p>CHILD NUTRITION SERVICES (CNS)</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

This records schedule supercedes #55401. Certain data from these records series are input into the Child Nutrition Database.

Statutory Authority: AS 14.50.010; AS 44.31.030; 42 USC 1751 - 1769; 7 CFR 210, 220, 225, 226, 245, 250.

Child Nutrition Services provides benefits of the School Lunch, School Breakfast, Special Milk, Summer Food Service, and Child & Adult Care Programs available to eligible sponsors; and, provides resources to support federal child nutrition program sponsors. CNS also provides USDA Commodities to school districts, residential care institutions and childcare centers.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
Barbara Thompson, Commissioner	<i>[Signature]</i>	1/15/08	<i>[Signature]</i>	12/7/07
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	11-19-07	<i>[Signature]</i>	11/21/08

11/19/07

Child Nutrition Services Records Retention Schedule #55403 ID#651

Program	Records series Title and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Vital Record	Remarks
ALL	<p>ITEM#1. General Administrative Records:</p> <p>Includes administrative records related to Budget Preparation; general Accounting; Grant Management; Procurement, Leasing & Property. General Administrative Personnel Administration; and Information Technology.</p> <p>CNS staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS)</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be as soon as administrative/management needs are met.</p> <p>the General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records please refer to the relevant item number from the GRS.</p>
ALL	<p>ITEM #2a. Permanent Agreements:</p> <p>ITEM #2b Inactive Permanent Agreements:</p> <p>These are submitted to the Department under NSLP, SFSP, FD, and CACFP program requirements.</p> <p>Arranged alphabetically by name of sponsor</p>	P 2	- 2	-	4		Retention Authority: Under 7 CFR 250.12 the agreements shall be considered permanent.
ALL	<p>CNS Files:</p> <p>The following records series consists of: agreements, policy statements, reviews, correspondence applications, monthly claims, and reports from general CNS programs.</p>	<p>Retained per each program, specifics follow:</p> <p>Certain data from Items 3-17 are entered into the Child Nutrition Database. The Unit administers sponsor files for the following programs: National School Lunch Program (NSLP), Summer Food Service Program (SFSP), Child & Adult Care Food Program (CACFP), Family Day Care Homes (FDCH), and Residential Child Care Institutions (RCCI).</p>					
CACFP	<p>ITEM #3. Management Plan Files</p> <p>Consist of management plan, sponsor applications, correspondence, proof of licensure.</p>	5	1	-	6		

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Program	Records series Title and Description	Retention				Disposition	
		Office	Records Center	State Archives	Destroy	Vital Record	Remarks
CACFP	ITEM #4. Claim Files: Consists of copies of sponsor claim summaries and paid claim	2	2	-	4		
	ITEM #5. Review Files: This series consists of required USDA Program evaluation documentation.	4	2	-	6		
NSLP	ITEM #6. Provision School Files:	C	-	-	C		C=Retain until superseded, obsolete, or administrative/management need is met.
	ITEM #7. Review Files	6	1	-	7		Files are retained until following cycle is complete.
	ITEM #8. Food Service Management Contract files:	C+ 5	2	-	C+7		C=Retain until contract is inactive or terminated. Justification for retention administrative need.
	ITEM #9. Sponsor Files: Series includes: written correspondence, electronic mail, telephone conversation records, notes to the file, and claims for reimbursement. Consists of USDA program evaluation documentation	4	1	-	5		

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Program	Records series Title and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Vital Record	Remarks
SFSP	ITEM #10. Sponsor Files: Consists of USDA Regulations, program information, reimbursement documentation	4	1	-	5		
	ITEM #11 . Review Files: Required USDA program evaluation documentation.	4	1	-	5		
	ITEM #12. Food Service Management Contract Files: Terms of food service contracts between sponsor & vendor.	4	1	-	5		
STATE PLAN	ITEM #13. State Plan for Child Nutrition Program Files (Copy) Correspondence, State plan drafts, approved plans (Annual), and guidance directives from the USDA. Arranged Chronologically.	2	4	-	6		

Child Nutrition Services Records Retention Schedule #55403 ID#651

CFD	<p>ITEM #14. Commodity Food Distribution Recipient Agency Files:</p> <p>Consists of the following: correspondence (including electronic mail), telephone conversation records, and copies of invoices, order forms, delivery receipts, transfer receipts, and inventory reports. Arranged alphabetically by name of sponsor.</p>	2	2	-	4		
	<p>ITEM #15. Commodity Product Files:</p> <p>Documents the allocation, order, delivery, and receipt of commodities to recipient agencies and may include the following: expanded shipper's reports, destination worksheets, shippers breakdown reports, food requisitions, analysis report, telephone conversation records, shipping reports, and USDA forwarding notices. Arranged alphabetically by commodity product.</p>	2	2	-	4		
	<p>ITEM #16. Commodity Program Administrative Files</p> <p>Consists of documents received from USDA, shippers, and processors; contracts with manufacturers, etc. Arranged alphabetically by name.</p>	2	3	-	5		
	<p>ITEM #17. Commodity Food Distribution Bulletins:</p> <p>Consists of State Agency numbered memoranda from the USDA to schools and institutions regarding federal and state policy implementations. Arranged chronologically.</p>	C	-	-	C		C=Until superseded, obsolete, or administrative/management need is met.