Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information Management Service (ASA/RIMS)
P.O. Box 110525, 141 Willoughby Avenue
Juneau, AK 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

# STATE OF ALASKA

# Records Retention and Disposition Schedule

---

## Agency I.D:  651      Schedule No:  05-651.1

---

### DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

### DIVISION OF TEACHING & LEARNING SUPPORT

### 651 - CHILD NUTRITION SERVICES (CNS)

---

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.
This records retention schedule supersedes #55402.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

| Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated. | | | |
|---|---|---|---|
| Division Director | Signature of Division Director<br>*Original signature held on file.* | | Date<br>11/19/2007 |
| Attorney General/Designee<br>*Original signature held on file.* | Date<br>12/7/2007 | Commissioner of Administration/Designee<br>*Original signature held on file.* | Date<br>1/12/2008 |
| State Archivist<br>*Original signature held on file.* | Date<br>1/15/2008 | Records Analyst<br>*Original signature held on file.* | Date<br>11/19/2007 |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **001.1 - Permanent Agreements** These are submitted to the department under NSLP, SFSP, FD, and CACFP program requirements.<br><br>Arranged alphabetically by name of sponsor. | | PO | | Retention authority: Under 7 CFR 250.12 the agreements shall be considered permanent. |
| **001.2 - Inactive Permanent Agreements** These are submitted to the department under NSLP, SFSP, FD, and CACFP program requirements.<br><br>Arranged alphabetically by name of sponsor. | | 4 | | |
| **002 - Management Plan Files (CACFP)** Consists of management plan, sponsor applications, correspondence, proof of licensure. | | 6 | | |
| **003 - Claim Files (CACFP)** Consists of copies of sponsor claim summaries and paid claim. | | 4 | | |
| **004 - Review Files (CACFP)** This series consists of required USDA Program evaluation documentation. | | 6 | | |
| **005 - Provision School Files (NSLP)** | | C | | C = Retain until superseded, obsolete, or administrative need is met. |
| **006 - Review Files (NSLP)** | | 7 | | Files are retained until following cycle is complete. |
| **007 - Food Service Management Contract Files (NSLP)** | | C+7 | | C = Retain until contract is inactive or terminated.<br><br>Justification for retention: administrative need. |
| **008 - Sponsor Files (NSLP)** Series includes: written correspondence, electronic mail telephone conversation records, notes to the file, and claims for reimbursement.<br><br>Consists of USDA program evaluation documentation. | | 5 | | |
| **009 - Sponsor Files (SFSP)** Consists of USDA Regulations, program information, reimbursement documentation. | | 5 | | |

**You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.**

| Retention Key | | Format Key | Bus. Ess =   Business Essential |
|---|---|---|---|
| A = Until Audit | PO = Permanent (Retain in agency office) | H = Hardcopy | 1. Are necessary for emergency response |
| C = Cut-off event/date | S = Until Scanned | E = Electronic | |
| CY = Current Year | T = Transfer | D = Database | 2. Are necessary to resume or continue operations |
| CFY = Current Fiscal Year | TO = Term of Office | M = Microform | |
| PA = Permanent (Transfer to State Archives) | | | |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **010 - Review Files (SFSP)**<br>Required USDA program evaluation documentation. | | 5 | | |
| **011 - Food Service Management Contract Files (SFSP)**<br>Terms of food service contracts between sponsor and vendor. | | 5 | | |
| **012 - State Plan for Child Nutrition Program Files (Copy)**<br>Correspondence, state plan drafts, approved plans (Annual), and guidance directives from the USDA.<br><br>Arranged chronologically. | | 6 | | |
| **013 - Commodity Food Distribution Recipient Agency Files (CFD)**<br>Consists of the following: correspondence (including electronic mail), telephone conversation records, and copies of invoices, order forms, delivery receipts, transfer receipts, and inventory reports.<br><br>Arranged alphabetically by name of sponsor. | | 4 | | |
| **014 - Commodity Product Files (CFD)**<br>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 reports, and USDA forwarding notices.<br><br>Arranged alphabetically by commodity product. | | 4 | | |
| **015 - Commodity Program Administrative Files (CFD)**<br>Consists of documents received from USDA, shippers, and processors; contracts with manufacturers etc...<br><br>Arranged alphabetically by name. | | 5 | | |

**You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.**

| Retention Key | | Format Key | Bus. Ess = Business Essential |
|---|---|---|---|
| A = Until Audit | PO = Permanent (Retain in agency office) | H = Hardcopy | 1. Are necessary for emergency response |
| C = Cut-off event/date | S = Until Scanned | E = Electronic | |
| CY = Current Year | T = Transfer | D = Database | 2. Are necessary to resume or continue operations |
| CFY = Current Fiscal Year | TO = Term of Office | M = Microform | |
| PA = Permanent (Transfer to State Archives) | | | |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **016 - Commodity Food Distribution Bulletins (CFD)**<br>Consists of state agency numbered memoranda from the USDA to schools and institutions regarding deferal and state policy implementations.<br><br>Arranged chronologically. | | C | | C = Until superseded, obsolete, or administrative need is met. |

**You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.**

| Retention Key | | Format Key | Bus. Ess = Business Essential |
|---|---|---|---|
| A = Until Audit | PO = Permanent (Retain in agency office) | H = Hardcopy | 1. Are necessary for emergency response |
| C = Cut-off event/date | S = Until Scanned | E = Electronic | |
| CY = Current Year | T = Transfer | D = Database | 2. Are necessary to resume or continue operations |
| CFY = Current Fiscal Year | TO = Term of Office | M = Microform | |
| PA = Permanent (Transfer to State Archives) | | | |