



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Community Food & Nutrition Assistance

Division: Community & Public Health

Sub-Section:

TITLE: Child and Adult Care Food Program (CACFP) Files

CUTOFF: End of federal fiscal year

DESCRIPTION: Records related to the administration of the Child and Adult Care Food Program (CACFP) and used to track application status, program payments, contract monitoring results, corrective action plans, and debt collections. Records include, but are not limited to: monitoring letters, reviews, and reports; licenses; overlaps; monitoring review claim revision forms; user IDs and passwords; management plans; budgets; and correspondence. Records maintained pursuant to 7 CFR 226.27.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23050

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Summer Food Service Program (SFSP) Files

CUTOFF: End of federal fiscal year

DESCRIPTION: Records related to the administration of the Summer Food Service Program (SFSP) and used to track application status, program payments, contract monitoring results, corrective action plans, and debt collections. Records include, but are not limited to, school information, monitoring reports, training documentation, and correspondence. Records maintained pursuant to 7 CFR 225.20.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23052

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021