# Agency Records Disposition Schedule

**Department:** Department of Health and Senior Services  
**Division:** Division of Community and Public Health  
**Section:** Section for Healthy Families and Youth  
**Sub-Section:** Bureau of Community Food and Nutrition Assistance

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>RETENTION</th>
<th>CUTOFF</th>
<th>SERIES</th>
<th>SERIES STATUS</th>
<th>DISPOSITION ACTION</th>
<th>APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child and Adult Care Food Program (CACFP) Files</td>
<td>Files include monitoring letters, licenses, overlaps, monitoring review claim revision forms, user ID and passwords and correspondence. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.</td>
<td>Years: 3 Months: 0 Days: 0</td>
<td>EOFFY</td>
<td>23050</td>
<td>Approved</td>
<td>Destroy</td>
<td>10/27/2009</td>
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<tbody>
<tr>
<td>Child and Adult Care Food Program (CACFP) Sponsoring Organization of Homes Files</td>
<td>Files contain correspondence, management plans, budgets and monitoring reviews and reports for the agencies that have two or more organizations sponsored. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.</td>
<td>Years: 3 Months: 0 Days: 0</td>
<td>EOFFY</td>
<td>23051</td>
<td>Approved</td>
<td></td>
<td>10/27/2009</td>
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</table>
### TITLE: Summer Food Service Program (SFSP) Files

### DESCRIPTION:
Files contain school information, monitoring reports, training documentation and correspondence. These files are maintained in accordance with federal statute 7 CFR 225 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

### RETENTION:
Years: 3 Months: 0 Days: 0

### CUTOFF:
EOFFY

### SERIES:
23052

### SERIES STATUS:
Approved

### DISPOSITION ACTION:

### APPROVAL DATE:
10/27/2009