

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective July 1, 2009

Policy No. GA:03.0

Records Retention

Purpose

To ensure that full and complete records are available to answer all questions related to the propriety of program operations.

Authority

7 CFR Part 246.25

Policy

Prior written approval from the state agency (SA) shall be obtained before any financial or program records are destroyed.

Procedures

- I. Once the SA issues an annual notification indicating which records may be destroyed, the local agency (LA) may destroy records accordingly. Types of records that may be destroyed include but are not limited to the following:
 - A. certification;
 - B. report of operations;
 - C. food instrument inventory;
 - D. vendor information;
 - E. nutrition education;
 - F. food instrument log (carbon copy of voucher with signature) ;
 - G. participation log; and
 - H. sample formula log.

- II. The LA shall submit to the SA a request for approval to destroy program records that are not included in the annual notification. This request shall include a description of the records to be destroyed and shall indicate the period to which such records pertain.

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective July 1, 2009

Policy No. GA:03.0

- III. The request shall be reviewed based upon the following criteria:
 - A. Financial records and documents shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the reports pertain, with the following qualification:
 - 1. The records shall be retained beyond the three-year period if audit findings have not been resolved.
 - 2. Records for nonexpendable property shall be retained for three years after its final disposition.
 - B. All other records and documents shall be retained for three years following the date of submission of the final expenditure report for the period to which the reports pertain, unless audit findings remain unresolved.
- IV. The LA shall receive written notification of the SA's decision.
- V. The LA shall have a written plan on how records shall be disposed. The plan shall be kept on file for audit/review.