Retention and Classification Report

Agency: Board of Education. Office of Education. Child Nutrition Section (1945)
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Records Officer Carol Lear

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AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12949 3
TITLE: Child and Adult Care Food Program agreement and review files
DATES: 1975-
ARRANGEMENT: Alphabetical by local provider name, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs (CNP), agreements between CNP and the actual providers of the services are kept on file. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These files contain the agreements, reviews, and correspondence between CNP and local providers. These providers may be participating in the National School Lunch Program, School Breakfast Program, or the Special Milk Program. The providers included in this series are not public school districts. They may be private schools or independent agencies. These records contain an agreement indicating the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider; reviews indicating the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws; checklists used by reviewers to verify compliance; correspondence between CNP and the local provider; demographic data on population served by local provider; and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12949
TITLE: Child and Adult Care Food Program agreement and review files

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FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final status report is filed with USDA and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23(c), which says state agencies participating in the National School Lunch Program should keep records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Any information disclosing names or identification of individual recipients of services [UCA 63G-2-302(1)(a), (b) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12958 3
TITLE: Child and Adult Care Food Program audit reports
DATES: 1968-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by agreement number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

As part of its duty to oversee the U.S. Department of Agriculture (USDA) programs for which it is responsible, Child Nutrition Programs must provide for periodic audits of local providers which receive funds under the USDA programs. These reports are prepared by independent auditing firms and include a summary of the findings, including identification of any noncompliance on the part of the provider. If noncompliance is found, correspondence concerning this noncompliance will be included, as will decisions of any appeal.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after filing final report for year covered in audit and then transfer to State Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12943 3
TITLE: Child and Adult Care Food Program claim for reimbursement files

DATES: 1975-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by contract number, thereunder chronological by month
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Child Nutrition Programs (CNP) section is responsible for immediate oversight of the participants in the Child and Adult Care Food Program. This is a federal program under the responsibility of the United States Department of Agriculture (USDA). These records document how funds are used in the program by recipients and the amounts which need to be reimbursed by the USDA. Included are recipient allotment memos showing the revenue received by the recipient for the current and immediately prior fiscal years, the amount budgeted for the recipient, and allotments for the current month including any late claims; a ledger of payments which indicates reimbursement rates for different types of meals provided, number of those meals, reimbursement allotments, and annual totals for each of these categories; requests for reimbursement which generally indicate the name of the sponsoring organization, number of sites, enrollment or daily attendance, meal categories and their corresponding reimbursement rates, number of meals and reimbursement amount claimed, and certification by the preparer of the form.

RETENTION:

Retain 3 years after final status report is filed with USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12943
TITLE: Child and Adult Care Food Program claim for reimbursement files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 226.10, which states "Retain [claim records] for 3 years after the date of submission of the final claim for the fiscal year to which they pertain, except that if audit findings have not been resolved, retain records until resolution of the issues raised by the audit."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12975 3
TITLE: Child and Adult Care Food Program warehouse release forms
DATES: 1975-
ARRANGEMENT: Alphabetical by name of recipient entity
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records track commodities from warehouse to recipient and document the financial transaction of items purchased. Included are the Child Nutrition Program (CNP) warehouse releases which indicate the name of the recipient, lane number, requested shipping date, quantities received and shipped, commodity code, and description of commodities; bills of lading; reports of transfer of commodities from one recipient to another indicating the names and approval of the transferring and receiving agencies along with CNP approval; correspondence between CNP and recipients or warehouses; invoices or adjusted invoices indicating the dates of shipment, recipient agency, shipping date, units delivered, and freight charges assessed; and copies of checks to CNP from recipients for freight charges.

RETENTION:

Retain 3 years after close of fiscal year to which records pertain.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12975
TITLE: Child and Adult Care Food Program warehouse release forms

(continued)

APPRAISAL:
Legal

This disposition is based on 7 CFR 250.16(b), which says to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23057 3
TITLE: Child daycare files
DATES: 1990-
ARRANGEMENT: Alphabetical by daycare center, thereunder chronological by date

ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records document the regulation of child daycare facilities in Utah. Information in the records includes licensing information, correspondence, and agreements between the Office of Education and the daycare centers.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

This series is governed by 42 USC 1788(2000) , 7 CFR 227.30(2000),and 7 CFR 3016.42(2000). The agency wants to retain these records 5 years because although 7 CFR 3016.42 only requires a 3 year retention, 42 USC 1788(g) allows the Department of Agriculture to require a 5 year retention.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23057
TITLE: Child daycare files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(2008)

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12962 3
TITLE: Child Nutrition Program conference files
DATES: 1989-
ARRANGEMENT: Chronological by meeting date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Twice per year, the Child Nutrition Program (CNP) Section holds meetings with school district personnel who are responsible for school lunch programs in the districts. These conferences are statewide gatherings of school district personnel and CNP officials. The records include the minutes of the meetings and any handouts which are printed for distribution at the meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23054 3
TITLE: Child Nutrition Program files
DATES: 1990-
ARRANGEMENT: Alphabetical by subject, thereunder chronological by date
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

Series contains the daily business records of the Child Nutrition Program. Information includes general administrative correspondence, purchase orders, requisitions, and other business related documents.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

This series is governed by 42 USC 1788(2000) , 7 CFR 227.30(2000),and 7 CFR 3016.42(2000). The agency wants to retain these records 5 years because although 7 CFR 3016.42 only requires a 3 year retention, 42 USC 1788(g) allows the Department of Agriculture to require a 5 year retention.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23054
TITLE: Child Nutrition Program files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(2008)

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12963 3
TITLE: Child Nutrition Program review letters
DATES: 1989-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records are correspondence between school districts and Child Nutrition Program administrators. Included are notification letters of an upcoming review of a program, letters indicating the findings of the reviews, and notices of corrective action.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Any comments in the letters which may identify any individual recipient or client of Child Nutrition Programs [UCA 63G-2-301(1)(a) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12952 3
TITLE: Family day care agreement and review files
DATES: ca. 1968-
ARRANGEMENT: Alphabetical by sponsoring organization name, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs Section (CNP), agreements between CNP and the actual providers of the services are kept on file. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These files contain the agreements, reviews, and correspondence between CNP and local providers. The agreement indicates the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider. Reviews indicate the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws. Checklists are used by reviewers to verify compliance. Also included are correspondence between CNP and the local provider, demographic data on population served by local provider, and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final status report is

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12952
TITLE: Family day care agreement and review files

(continued)

filed with the USDA and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23(c), which says state agencies participating in the National School Lunch Program should keep records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Any information disclosing names or identification of individual recipients of services or program funds [UCA 63G-2-302(1)(a), (b); 63G-2-302(2)(d) (2008)].

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23056 3
TITLE: Family daycare files
DATES: 1990-
ARRANGEMENT: Alphabetical by daycare center, thereunder chronological by date

ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records document families that act as daycare centers for family members and which receive aid from the Child Nutrition Program in Utah. Information in the records includes licensing information, correspondence, and agreements between the Office of Education and the daycare centers.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

This series is governed by 42 USC 1788(2000) , 7 CFR 227.30(2000),and 7 CFR 3016.42(2000). The agency wants to retain these records 5 years because although 7 CFR 3016.42 only requires a 3 year retention, 42 USC 1788(g) allows the Department of Agriculture to require a 5 year retention.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23056
TITLE: Family daycare files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(2008)

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 20375 3
TITLE: Financial and statistical summary reports
DATES: 1972-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

The purpose of these reports is to provide reliable information regarding the state's Child Nutrition Programs to administrators, patrons, advocates and others. The reports contain information pertaining to the national school lunch program, school breakfast program, special milk program, summer food service program, and funding.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications are useful to document agency history and functions. Publications are useful to researchers.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 20375
TITLE: Financial and statistical summary reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12973 3
TITLE: Food distribution claims for loss, over shipment, and short shipments
DATES: ca. 1935-
ARRANGEMENT: Chronological by report date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records include reports by recipients receiving the wrong quantity of goods or damaged goods. In addition, the records include the reports which recipients must make to Child Nutrition if the recipient loses commodities due to spoilage or other causes. Includes reports of loss of commodities indicating the name of recipient and person completing form, type of commodities including quantity and value, circumstances of loss, storage conditions at recipient facility, method of disposition, and authority by which disposition is performed.

RETENTION:

Retain 3 years after close of fiscal year to which records pertain.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

APPRAISAL:

Legal

This disposition is based on 7 CFR 250.16(b), which says to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12973
TITLE: Food distribution claims for loss, over shipment, and short shipments

(continued)

actions and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12969 3
TITLE: Food distribution commodity files
DATES: ca. 1935-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by USDA short title of each commodity
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

The United States Department of Agriculture (USDA) commodities are offered for distribution to local school districts, day care centers, and certain other recipients. These files document the quantity of each type of commodity offered to each recipient. These records include an entitlement report indicating the recipient agency, fair share allocation, and amount shipped; USDA Food Requisition indicating the commodity short title and code, delivery order number, allocation number, shipping date, outlets, and quantity ordered; food requisition worksheet indicating the agreement number, name, and the number of units offered; forwarding notices indicating the identification of the shipper, type of commodities, up to two destinations for the goods, disposition number, unit of measure, number of units, and net and gross weight; a notice from the warehouse of receipt of the goods. Included are the U.S. Department of Agriculture Report of Shipment Received Over, Short, and/or Damaged report, which indicates the type of commodity, how packaged, quantity reported shipped, amount actually received, notification of carrier's agent, nature of damage (if any), and a certifying Child Nutrition signature; and copies of the forwarding notice for the shipment.

RETENTION:

Retain 3 years after close of federal fiscal year to which records pertain.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12969
TITLE: Food distribution commodity files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after federal fiscal year to which records pertain and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 250.16(b), which says to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23055 3
TITLE: Food distribution files
DATES: 1990-
ARRANGEMENT: Alphabetical by name, thereunder chronological by date
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records document the Child Nutrition Program's Food Distribution Program. This program distributes Federal food commodities to individuals who qualify to receive assistance. The files include correspondence and documentation relating to the individuals' qualifications for participating in the program.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Administrative Legal

This series is governed by 42 USC 1788(2000) , 7 CFR 227.30(2000),and 7 CFR 3016.42(2000). The agency wants to retain these records 5 years because although 7 CFR 3016.42 only requires a 3 year retention, 42 USC 1788(g) allows the Department of Agriculture to require a 5 year retention.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 23055
TITLE: Food distribution files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(2008)

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12971 3
TITLE: Food distribution freight contracts
DATES: ca. 1935-
ARRANGEMENT: Chronological by contract date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records are composed of the contracts which are maintained by Child Nutrition commodities personnel. These are not the record copies, which are maintained by Purchasing. The contracts indicate the name of the freight company, date of contract, terms of contract including renewals, and the expiration date of the contract.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12968 3
TITLE: Food distribution processor files and general correspondence
DATES: ca. 1935-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by processor name
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

United States Department of Agriculture (USDA) commodities are distributed to schools and day care agencies through the Child Nutrition Program of the Utah State Office of Education (USOE). Some recipients have their commodities shipped to processing firms which use the commodities to make a finished food product, such as making pies from fruit. These records document the activities of the processors in this program. Included are master agreement files and performance reports. The master agreement records consist of a Destination for Delivery of Donated Foods form indicating the name of the distributing agency (USOE), processor name, method of delivery, contact person to receive forwarding notice, types of outlets served by the processor, and type of warehouse; an agreement showing the name of the distributing agency, plant name, processing company identification with contact person, terms of agreement, description of commodities, quantity and value of items received, nutritional information on final product USDA certification; and any associated correspondence between Child Nutrition and the processing firm. Includes general correspondence that was distributed to all recipients, all correspondence to or from the carrier, and to or from the USDA. The performance reports include a cover letter from the processor, inventory levels of the commodities held by the processor in total and by end-recipient name, and quarterly inventory reports. Warehouse and frieght invoices include the breakdown of the monthly billing and a copy of the signed bill of lading.

RETENTION:

Retain 3 years after close of federal fiscal year to which records pertain.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12968
TITLE: Food distribution processor files and general correspondence

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after federal fiscal year to which records pertain and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 250.16(b), which says to retain records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim action and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12970 3
TITLE: Food distribution recipient files
DATES: ca. 1935-
ARRANGEMENT: Alphabetical by recipient name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records are composed of inventories reported from recipients of U.S. Department of Agriculture (USDA) commodities to the Child Nutrition Program Section at the Utah State Office of Education. The inventories show the names of the recipients and the quantities of each commodity which they have on hand. Records include the yearly request survey from each recipient agency that offers all products that the USDA will offer for the next year. In addition, these records include a detailed report generated monthly for each recipient that specifies each commodity, name, units, and price. This report indicates total value of commodities shipped to each recipient by month and also indicates each recipient's available Planned Assistance Level. A signed proof of delivery is also included.

RETENTION:

Retain 3 years after close of federal fiscal year to which records pertain.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after federal fiscal year to which records pertain and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12970
TITLE: Food distribution recipient files

(continued)

APPRAISAL:
Legal

This disposition is based on 7 CFR 250.16(b), which says to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12959 3
TITLE: Food Nutrition Service specification and regulation files
DATES: 1989-
ARRANGEMENT: Numerical by U.S. Department of Agriculture coding system

ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The United States Food Nutrition Service (FNS) is an agency of the United States Department of Agriculture (USDA). The FNS is responsible for the regulations on the national school food programs and issues periodic updates to regulations and specifications for food products. The updates are issued only when changes or new interpretations occur and may cover any aspect of the national regulation of CNP programs. These records are not the official copy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12961 3
TITLE: Leadership meeting files
DATES: 1987-
ARRANGEMENT: Chronological by meeting date
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

On a periodic basis, the Child Nutrition Program Section holds meetings with school district personnel who are responsible for school lunch programs in the districts. These meetings are held on a regional basis within the state. The records include the minutes of the meetings and any handouts which are printed for distribution at the meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12960 3
TITLE: Liquor tax ledgers
DATES: 1985-
ARRANGEMENT: Chronological by month
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

State law [UCA 53A-19-201 (1993)] requires that the Board of Education provide for the support of school lunch programs in Utah. The funds approved for this are to be distributed by formula determined by the number of school lunches served in the individual public schools. This responsibility is delegated to the Child Nutrition Programs Section. In 1988, the legislature passed a 13% ad valorum tax on wine and distilled liquor to provide funds for the school lunch programs in the state (UCA 59-16-101). The ledgers in this series document the total revenues collected on a monthly basis and the amount distributed to each school for each month.

DOCUMENT TYPE(S):
Tax ledgers

FUNCTION(S):
Documents revenues collected and distributed from liquor tax to support school lunch program.

SUBJECT(S):
Amount of tax on wine and liquor collected.

SERIES HISTORY:
UCA 59-16-101 (1988) requires wine/liquor tax provide funds for school lunch programs. Funds distributed by Board of Education formula according to amount of lunches served in individual schools.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12960
TITLE: Liquor tax ledgers

(continued)

and then destroy.

APPRAISAL:
This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 5.

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12944 3
TITLE: National School Lunch Program claim for reimbursement files
DATES: ca. 1946-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by contract number, thereunder chronological by month
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Child Nutrition Programs (CNP) section is responsible for immediate oversight of the participants in the National School Lunch Program. This is a federal program under the responsibility of the United States Department of Agriculture (USDA). These records document the funds received by schools, use of the funds, and reimbursements claimed. Included are recipient allotment memos showing the revenue received by the recipient for the current and immediately prior fiscal years, the amount budgeted for the recipient, and allotments for the current month including any late claims; a ledger of payments which indicates reimbursement rates for different types of meals provided, number of those meals, reimbursement allotments, and annual totals for each of these categories; and requests for reimbursement which generally indicate the name of the sponsoring organization, number of sites, enrollment or daily attendance, meal categories and their corresponding reimbursement rates, number of meals and reimbursement amount claimed, and certification by the preparer of the form.

RETENTION:

Retain 3 years after final status report is filed with USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12944
TITLE: National School Lunch Program claim for reimbursement files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23, which says that state agencies should retain records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12951 3
TITLE: National School Lunch Program district providers agreement and review files
DATES: ca. 1946-
ARRANGEMENT: Alphabetical by school district, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs Section (CNP), agreements between CNP and the actual providers of the services are kept on file to document the establishment and continuance of the School Lunch Program in specific schools. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These files contain the agreements, reviews, and correspondence between CNP and local providers. These providers may be participating in the National School Lunch Program, School Breakfast Program, or the Special Milk Program. These records contain an agreement indicating the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider; reviews indicating the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws; checklists used by reviewers to verify compliance; correspondence between CNP and the local provider; demographic data on population served by local provider; and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12951
TITLE: National School Lunch Program district providers agreement and review files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after federal fiscal year to which the records pertain and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23(c), which says state agencies participating in the National School Lunch Program should keep records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):

Private.	Any information disclosing names or identification of individual recipients of services [UCA 63G-2-302(1)(a), (b) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 84428 3
TITLE: Newsletters
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains information pertaining to program activities, agency plans and policies, conferences as well as menus. The Child Nutrition Program took over publication of the newsletter in 1980 and began publishing it semi-annually, rather than monthly.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Newsletters document agency history and functions. Newsletters have ongoing research value.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 84428
TITLE: Newsletters

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12964 3
TITLE: Personnel files
DATES: ca. 1980-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Child Nutrition Program supervisors maintain their own copy of certain personnel information concerning their employees. This information includes performance evaluations, notices of grade or step changes, and letters. Complete personnel records are maintained by Human Resources Management.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

Private	UCA 63G-2-302(2)(a) (2008). Official copies of public personnel data elements are available from Human Resources Management

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12942 3
TITLE: Publications
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, newsletters and other published or processed documents. These documents contain information about nutrition services provided by the Utah State Office of Education's Child Nutrition Programs. The series consists primarily of isolated publications not part of a more specific series.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications document the history and functions of an agency. They have ongoing research value.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12942
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12967 3
TITLE: Purchase authorizations
DATES: ca. 1980-
ARRANGEMENT: Chronological by authorization date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records consist of the Purchase Authorization Forms (C-8) and the supporting documentation for each request. The authorization includes the name of the vendor, the items ordered, and cost of the items.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12950 3
TITLE: Residential child care institution agreement and review files
DATES: 1975-
ARRANGEMENT: Alphabetical by local provider name, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 0.60 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs (CNP), agreements between CNP and the actual providers of the services are kept on file to document where the program exists and what is included in the program. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These files contain the agreements, reviews, and correspondence between CNP and local providers. These providers may be participating in the National School Lunch Program, School Breakfast Program, or the Special Milk Program. The providers included in this series are not public school districts. They may be private schools or independent agencies. These records contain an agreement indicating the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider; reviews indicating the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws; checklists used by reviewers to verify compliance; correspondence between CNP and the local provider; demographic data on population served by local provider; and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12950
TITLE: Residential child care institution agreement and review files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with the USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23(c), which says state agencies participating in the National School Lunch Program should keep records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Any information disclosing names or identification of individual recipients of services [UCA 63G-2-302(1)(a), (b) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12945 3
TITLE: School Breakfast Program claim for reimbursement files
DATES: 1966-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by contract number, thereunder chronological by month
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Child Nutrition Programs (CNP) section is responsible for immediate oversight of the participants in the School Breakfast Program. This is a federal program under the responsibility of the United States Department of Agriculture (USDA). These records document funds received and used by schools and their claims to the USDA for reimbursement. Included are recipient allotment memos showing the revenue received by the recipient for the current and immediately prior fiscal years, the amount budgeted for the recipient, and allotments for the current month including any late claims; a ledger of payments which indicates reimbursement rates for different types of meals provided, number of those meals, reimbursement allotments, and annual totals for each of these categories; and requests for reimbursement which generally indicate the name of the sponsoring organization, number of sites, enrollment or daily attendance, meal categories and their corresponding reimbursement rates, number of meals and reimbursement amount claimed, and certification by the preparer of the form.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12945
TITLE: School Breakfast Program claim for reimbursement files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with the USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 220.7, which says the retention should be "3 years after submission of final Financial Status Report, or 3 years after the end of the federal fiscal year to which they pertain.... In all cases records are to be maintained 3 years or until the resolution of any audit questions."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12974 3
TITLE: School district and residential care facilities warehouse release forms
DATES: 1975-
ARRANGEMENT: Alphabetical by name of recipient entity
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records track the location of food commodities from warehouse to recipient and the financial transaction of the purchase. Included are the Child Nutrition Program (CNP) Warehouse Releases which indicate the name of the recipient, lane number, requested shipping date, quantities received and shipped, commodity code, and description of commodities; bills of lading; reports of transfer of commodities from one recipient to another indicating the names and approval of the transferring and receiving agencies along with CNP approval; correspondence between CNP and recipients or warehouses; invoices or adjusted invoices indicating the dates of shipment, recipient agency, shipping date, units delivered, and freight charges assessed; and copies of checks to CNP from recipients for freight charges.

RETENTION:

Retain 3 years after close of fiscal year to which records pertain.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12974
TITLE: School district and residential care facilities warehouse release forms

(continued)

APPRAISAL:
Legal

This disposition is based on 7 CFR 250.16(b), which says to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12948 3
TITLE: Special Milk Program agreement and review files
DATES: 1954-
ARRANGEMENT: Alphabetical by local provider name, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs (CNP), agreements between CNP and the actual providers of the services are kept on file to document schools participating the the program. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These files contain the agreements, reviews, and correspondence between CNP and local providers. These records include an agreement indicating the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider; reviews indicating the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws; checklists used by reviewers to verify compliance; correspondence between CNP and the local provider; demographic data on population served by local provider; and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12948
TITLE: Special Milk Program agreement and review files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with the USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 215.11(c)(1), which says to retain records "3 years after the end of the fiscal year to which they pertain or 3 years after submission of final Financial Status Report or beyond 3 years until resolution of any audit questions."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Any information disclosing names or identification of individual recipients of services [UCA 63G-2-302(1)(a), (b) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12946 3
TITLE: Special Milk Program for Children claim for reimbursement files

DATES: ca. 1954-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by contract number, thereunder chronological by month
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Child Nutrition Programs (CNP) section is responsible for immediate oversight of the participants in the Special Milk Program for Children. This is a federal program under the responsibility of the United States Department of Agriculture (USDA). These records document the funds received and used by schools and their claims to the USDA for reimbursement. These records contain recipient allotment memos showing the revenue received by the recipient for the current and immediately prior fiscal years, the amount budgeted for the recipient, and allotments for the current month including any late claims; a ledger of payments which indicates reimbursement rates for different types of meals provided, number of those meals, reimbursement allotments, and annual totals for each of these categories; and requests for reimbursement which generally indicate the name of the sponsoring organization, number of sites, enrollment or daily attendance, meal categories and their corresponding reimbursement rates, number of meals and reimbursement amount claimed, and certification by the preparer of the form.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12946
TITLE: Special Milk Program for Children claim for reimbursement files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with the USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 215.11(c)(1), which says that the records should be retained "3 years after the end of the fiscal year to which they pertain or 3 years after submission of final Financial Status Report or beyond 3 years until resolution of any audit questions."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12957 3
TITLE: Summer Food Program agreement and review files
DATES: 1968-
ARRANGEMENT: Alphabetical by sponsoring organization name, thereunder chronological by fiscal year
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

For all U.S. Department of Agriculture (USDA) programs administered by Child Nutrition Programs (CNP), agreements between CNP and the actual providers of the services are kept on file to document the existence and extent of the program in specific schools. The USDA also requires that reviews or audits be performed on the providers or a sample of the providers on a periodic basis. These records (between CNP and local providers) contain an agreement indicating the name of the sponsoring organization (SO) and the programs in which the organization is enrolled, certification of eligibility to be an SO, names of responsible authorities, reimbursement rates, and sites operated by the provider; reviews indicating the programs in which the provider is enrolled, sites visited and dates, and compliance or noncompliance with civil rights laws; checklists used by reviewers to verify compliance; correspondence between CNP and the local provider; demographic data on population served by local provider; and copies of reimbursement claim forms.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final status report is

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12957
TITLE: Summer Food Program agreement and review files

(continued)

filed with the USDA and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 210.23(c), which says state agencies participating in the National School Lunch Program should keep records "3 years after date of submission of final Financial Status Report for the fiscal year."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Any information disclosing names or identification of individual recipients of services [UCA 63G-2-302(1)(a), (b) (2008)]

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12947 3
TITLE: Summer Food Service Program claim for reimbursement files
DATES: ca. 1975-
ARRANGEMENT: Chronological by fiscal year, thereunder numerical by contract number, thereunder chronological by month
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Child Nutrition Programs (CNP) section is responsible for immediate oversight of the participants in the Summer Food Service Program. This is a federal program under the responsibility of the United States Department of Agriculture (USDA). These records document the use of program funds by recipients and their claims for reimbursement by the USDA. These records contain recipient allotment memos showing the revenue received by the recipient for the current and immediately prior fiscal years, the amount budgeted for the recipient, and allotments for the current month including any late claims; a ledger of payments which indicates reimbursement rates for different types of meals provided, number of those meals, and annual totals for each of these categories; requests for reimbursement which generally indicate the name of the sponsoring organization, number of sites, enrollment or daily attendance, meal categories and their corresponding reimbursement rates, number of meals and reimbursement amount claimed, and certification by the preparer of the form.

RETENTION:

Retain 3 years after final status report is filed with the USDA.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12947
TITLE: Summer Food Service Program claim for reimbursement files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final status report is filed with the USDA and then destroy.

APPRAISAL:
Legal

This disposition is based on 7 CFR 225.8(a), which says "to maintain complete and accurate current accounting records of program operations which will adequately identify fund authorizations, obligations, unobligated balances, assets, liabilities, income, claims against sponsors and efforts to recover overpayments, and expenditures for administrative and operating costs ... 3 years after the date of submission of the final Program Operations and Financial Status Report (SF-269), or beyond 3 years until resolution of any audit questions."

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12965 3
TITLE: Telephone bills
DATES: ca. 1980-
ARRANGEMENT: Chronological by bill date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records are copies of the phone bills received by Internal Accounting for the Child Nutrition Programs. Shown are the phone numbers to and from which the calls are made, the date and time of the calls, and the duration of the calls. In addition to this common telephone information, the cost codes of the different federal programs are shown to indicate the source of funds used to pay the bills.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 43.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12966 3
TITLE: Travel expenditures files
DATES: ca. 1980-
ARRANGEMENT: Alphabetical by program name, thereunder chronological by travel date
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

The Child Nutrition Program specialists each have a corporate credit card which is used to pay for travel and conference expenses. The employee pays this bill and is reimbursed by the agency. These records document the agency payment to the individual employee. Information includes a Request for Approval of Trip for (DF-5), which shows the planned itinerary and the costs of the trip. Supporting documentation, such as conference agenda, are attached. Upon completion of the trip, a DF-5A Reimbursement form is completed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 45.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12966
TITLE: Travel expenditures files

(continued)

SECONDARY CLASSIFICATION(S):

Private. Employee's social security number

AGENCY: Board of Education. Office of Education. Child Nutrition Section

SERIES: 12972 3
TITLE: Warrant requests
DATES: 1980-
ARRANGEMENT: Chronological by request date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records are warrant requests to pay vendors used by commodities. The vendors are primarily trucking firms hired to distribute commodities to individual recipient agencies. Also included is supporting documentation, such as bills from vendors.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

PRIMARY CLASSIFICATION:

Public