Retention and Classification Report

Agency: Board of Education. Office of Education. Federal Food Program (381)
Federal Food Program, Gen Services
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538-4175

Records Officer Benjamin Rasmussen

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AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80719 3
TITLE: Activity report files
DATES: 1985-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of reports from the Federal Distribution Program warehouse to Child Nutrition stating what items are on hand and what items have been shipped to contracting institutions. This series includes the warehouse number, date, lot number, lading number, date and type of food shipped, the quantity, and weight.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of submission or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 274.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80712 3
TITLE: Allocation files
DATES: 1986-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a listing of commodities an organization receives from Social Services and the amount of monies left for the program. This series includes the commodity, the number of cases, the weight, value, percentage of capitol, package size, and grand totals for each.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80706 3
TITLE: Charitable and correctional institute inventory files
DATES: 1982-2015.
ARRANGEMENT: Alphabetical by organization's name
DESCRIPTION:

This is a record of month end inventories sent to the program director from the participating organization. This information is used to compile a report for the USDA. This series includes the inventory sheet with a listing of all commodities received, total amount at the time of receipt, amount used, current total on hand, Order for Commodities, a copy of the bill of lading, name and address of the organization, and an authorized signature.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of submission or until audit has been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80704 3
TITLE: Charitable and correctional institutional agreement files
DATES: 1982-2015.
ARRANGEMENT: Alphabetical by organization's name
DESCRIPTION:

These records document agreements with rescue missions, group homes and various types of correctional institutions for the supply and distribution of United State Department of Agriculture (USDA) commodities. This series contains an updated questionnaire, name and address of institution receiving the commodities, authorized signatures, date, and an agreement between the agency and USDA.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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 provided all audits have been completed.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80704
TITLE: Charitable and correctional institutional agreement files

(continued)

PRIMARY DESIGNATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80722 3
TITLE: Citizen complaint files
DATES: 1985-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This record series is a copy of citizen complaint letters about the Federal Food Program. Letters are sent to the Utah Social Service office where they are either answered by phone or are sent to the Denver Regional office where they answered. This series includes copies of original citizen and organization complaints and a copy of the response.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the date of receipt and then destroy provided all audits have been completed.

APPRAISAL:

Administrative
Complaints are usually answered by the Denver Regional office. The regional office also keeps the record copy of all letters and responses. Maintenance of this record is the responsibility of the regional office since this is a federally funded program.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80722
TITLE: Citizen complaint files

(continued)

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 83237 3
TITLE: Commodity shipping information files
DATES: 1983-2015.
ARRANGEMENT: Alphabetical by food item, thereunder chronological
DESCRIPTION:

This is a report of shipments received over or damaged. This series includes an acceptance certificate from the warehouse and/or cold storage facility, the requistion, Forwarding Notice, Confirmation Copy, the date, the description of the commodity, amount shipped, cost of the item, contract number, and the weight shipped.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80707 3
TITLE: Delivery and pickup appointment book
DATES: 1985-1997.
ARRANGEMENT: Chronological
DESCRIPTION:

This record is a calendar book which list all pick-ups and deliveries of commodities from the warehouse to the organization. This series includes a notation on the day a delivery or pick-up was made, and the name of the receiving organization.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of report or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80709 3
TITLE: Entitlement commodities report files
DATES: 1982-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a listing of all commodities sent to Salt Lake from the federal warehouse. This series includes a listing of all commodities sent, the amount, the dollar amount of the purchase, and the budget balance for the year.

RETENTION:

Retain 3 years or until audit has been completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80718 3
TITLE: Federal inventory report files
DATES: 1981-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This record series consists of an inventory/audit report which is required and submitted to the area federal office. This series includes the commodity code number; fund code; conversion code; commodity name; section; and unit; begining inventory; amount received; total currently available; type of agency receiving the commodity; and the date.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits are completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80711 3
TITLE: Log of inventory files
DATES: 1983-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This records series is a collection of all inventory sheets received on a monthly basis from all organizations using the programs services. This information is used to compile a yearly report which is required by the USDA district office. It is used to report the number of commodities being served by the program directly or indirectly in the state. This series includes the commodity, amount on hand, and the average use per month.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of submission of report or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80721 3
TITLE: Lot book files
DATES: 1984-2015.
ARRANGEMENT: Alphabetical by organization's name
DESCRIPTION:

This record series is a specific ordering book of USDA commodities. This series includes the name of the commodity, lot number, order number, receiving document number, name of program or organization needing supplies, name fr the receiving warehouse, amount of item used, and the balance on hand.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80715 3
TITLE: Nutritional program for the elderly files
DATES: 1984-2015.
ARRANGEMENT: Alphabetical by organization's name
DESCRIPTION:

This is a record of the USDA commodities used for the elderly programs. The agency is to follow guidelines established by the UDSA. This series includes contracts, contract number, and any related correspondence.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80708 3
TITLE: Request for proposal files
DATES: 1984-1997.
ARRANGEMENT: Alphanumerical by subject
DESCRIPTION:

This is a record of all program proposals and bids requested by this section for services and supplies that are needed. This series includes a list of prospective vendors, current date, any requistion numbers issued for services, delivery location, description of services, delivery date, related correspondence, and a bid tabulation.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after date of receipt or until administrative value has been met and then destroy.

APPRAISAL:

Administrative
The Bureau of Finance is keeping the record copy of all Request For Proposals for the department.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80708
TITLE: Request for proposal files

(continued)

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80702 3
TITLE: Temporary Emergency Food Assistance Program volunteer agreement files

DATES: 1986-1997.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of an agreement between a provider and a volunteer stating that he or she will distribute commodities for the provider according to the established guidelines. This series includes an agreement form.

RETENTION:

Retain 1 year after termination.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after provider has terminated the contract or until superseded or updated and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80699 3
TITLE: Temporary emergency food assistance program contract files
DATES: 1982-2015.
ARRANGEMENT: Alphabetical by provider surname
DESCRIPTION:

Contracts between the Food Distribution Program and a provider who agrees to distribute food to families according to the guidelines established by the Federal Food Program and issued by Social Services. This series contains the contract, contract number, all attachments, program budget, Provider Resource Form, contract date span, amount of money allocated, related correspondence, Standards of Performance and Assessment Guide, Dispersal List, policy, Site Review, Allocation Confirmation Form, and a budget statement from an agency listing current and future expenditures.

RETENTION:

Retain 3 years after date of submission or until all audits have been completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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 provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

Copies of all contracts are kept by Management Services. Retention is based on 7 CFR 274.13(a).

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80699
TITLE: Temporary emergency food assistance program contract files

(continued)

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80713 3
TITLE: United States Department of Agriculture order book
DATES: 1985-2015.
ARRANGEMENT: Alphabetical by commodity name
DESCRIPTION:

A record of orders placed with the USDA by Social Services for commodities. This series includes a current inventory, amount consumed, and the items most requested.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80710 3
TITLE: Warehouse billing files
DATES: 1984-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of the billings for the storage and shipping of commodities from the warehouse to the requesting organization. This series includes a lot number, description of the commodity item, date of shipment or receipt, amount of each item shipped, total amount shipped, and a copy of the warrant request.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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 provided all audits have been completed.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80720 3
TITLE: Warehouse inventory form files
DATES: 1985-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

A record of the inventory forms submitted to Social Services from the storing warehouse. These inventories are used for comparison with the office inventories. This series includes the date, lot number, name of commodity, quanity, and the weight.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of inventory or until all audits have been completed and then destroy.

APPRAISAL:

Administrative Fiscal
Retention is based on 7 CFR 247.13(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Board of Education. Office of Education. Federal Food Program

SERIES: 80693 3
TITLE: Warrant request files
DATES: 1985-1997.
ARRANGEMENT: Alphabetical by division name
DESCRIPTION:

This record series is a copy of all warrant requests from all divisions used in the purchase of supplies, equipment, and property.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after fiscal year ends and then destroy provided not used in the purschase of real property.

Paper: Retain in Office for 1 year after date of purschase and then transfer to DFCM where they will be kept for six.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.