

Retention and Classification Report

Agency: Board of Education. Office of Education. Federal Food Program
(381)
Federal Food Program, Gen Services
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Salt Lake City, UT 84145-0500
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-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 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 CLASSIFICATION:

Public

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

SERIES: 80712

3

TITLE: Allocation files

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

SERIES: 80706

3

TITLE: Charitable and correctional institute inventory files

DATES: 1982-

ARRANGEMENT: Alphabetical by organization's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

SERIES: 80704

3

TITLE: Charitable and correctional institutional agreement files

DATES: 1982-

ARRANGEMENT: Alphabetical by organization's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

SERIES: 80722

3

TITLE: Citizen complaint files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

PRIMARY CLASSIFICATION:

Private

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

SERIES: 83237

3

TITLE: Commodity shipping information files

DATES: 1983-

ARRANGEMENT: Alphabetical by food item, thereunder chronological

ANNUAL ACCUMULATION:

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 requisition, Forwarding Notice, Confirmation Copy, the date, the description of the commodity, amount shipped, cost of the item, contract number, and the weight shipped.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

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

SERIES: 80707

3

TITLE: Delivery and pickup appointment book

DATES: 1985-1997.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 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 CLASSIFICATION:

Public

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

SERIES: 80709

3

TITLE: Entitlement commodities report files

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 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).

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

SERIES: 80709

TITLE: Entitlement commodities report files

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 80718

3

TITLE: Federal inventory report files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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; beginning inventory; amount received; total currently available; type of agency receiving the commodity; and the date.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 or until all audits are completed and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 80711

3

TITLE: Log of inventory files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 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 CLASSIFICATION:

Public

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

SERIES: 80721

3

TITLE: Lot book files

DATES: 1984-

ARRANGEMENT: Alphabetical by organization's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

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 of the receiving warehouse, amount of item used, and the balance on hand.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 or until all audits have been completed and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 80715

3

TITLE: Nutritional program for the elderly files

DATES: 1984-

ARRANGEMENT: Alphabetical by organization's name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

ANNUAL ACCUMULATION:

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 requisition numbers issued for services, delivery location, description of services, delivery date, related correspondence, and a bid tabulation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 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.

PRIMARY CLASSIFICATION:

Private

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

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 provider has terminated the contract or until superseded or updated and then destroy.

PRIMARY CLASSIFICATION:

Private

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

SERIES: 80699

3

TITLE: Temporary emergency food assistance program contract files

DATES: 1982-

ARRANGEMENT: Alphabetical by provider surname

ANNUAL ACCUMULATION: 0.60 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 provided all audits have been completed.

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

SERIES: 80699

TITLE: Temporary emergency food assistance program contract files

(continued)

APPRAISAL:

Administrative Fiscal

Copies of all contracts are kept by Management Services.

Retention is based on 7 CFR 274.13(a).

PRIMARY CLASSIFICATION:

Private

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

SERIES: 80713

3

TITLE: United States Department of Agriculture order book

DATES: 1985-

ARRANGEMENT: Alphabetical by commodity name

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

SERIES: 80710

3

TITLE: Warehouse billing files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

SERIES: 80720

3

TITLE: Warehouse inventory form files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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, quantity, and the weight.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

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

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public