



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO. 08-76

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Department of Public Health and Environment	Prevention Services	Child & Adult Care Food Program (Center for Healthy Families & Communities/Nutrition Services Branch)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	<p>Appeals Files <i>Administrative hearings and civil litigation files for sponsor/center appeals of CACFP decisions regarding funding reimbursement. Includes all hearing/court documents and exhibits</i></p> <p>Record copy</p> <p>Duplicate copies</p>	<p>Retain decision documents permanently</p> <p>Retain support documents for 6 years after decision is reached and all appeals are exhausted then destroy</p> <p>Retain until no longer needed then destroy</p>		
2.	<p>CnpXpress (Coylar Consulting Group Database for CACFP) <i>Web-based claims system for centers and sponsors interfaces with COFRS. Contains applications, has review tracking feature, claim processing and payments, error checks and generates reports</i></p> <p>Record Copy</p> <p>Duplicate copies</p>	<p>Retain 6 years after the date of final payment or submission of final federal expenditure report then destroy</p> <p>Retain until no longer needed then destroy</p>	<p>7 C.F.R. §§ 210.23(c) and 226.10(d) require retention of 3 years after submission of final claim for the fiscal year; however, CACFP contract with sponsors requires them to retain for 6 years.</p>	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
John Sutherby	6-25-08	Betsy Hauak	01-25-2008
State Auditor's Signature	Date	State Auditor's Signature	Date
Lucie Kottelmann	6-25-08	David E. King	4/25/08

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
3.	Disqualified Institutions Files <i>Include same information as Institution Files below for centers placed on the National Disqualified List (NDL)</i> Record copy Duplicate copies	Retain until institution is removed from the NDL then destroy Retain until no longer needed then destroy	Institutions that are put on National Disqualified List remain there for 7 years	
4.	Food Stamp Eligible <i>Annual determination of family homes that are eligible for food stamps</i> Record copy Duplicate copies	Retain for 3 years after submission of final claim for the fiscal year then destroy Retain until no longer needed then destroy	7 C.F.R. §§ 210.23(c) and 226.10(d) require retention of 3 years after submission of final claim for the fiscal year	
5.	Institution Files for Centers and Sponsors (active or closed) <i>Includes applications or renewal material, reimbursement claims, licensing, inspections and Title XX information, correspondence, A-133 and other audits, review & corrective action documentation and CDPHE-CACFP agreements</i> Record copy Duplicate copies	Retain 6 years after the date of final payment or submission of final federal expenditure report then destroy Retain until no longer needed then destroy	7 C.F.R. §§ 210.23(c) and 226.10(d) require retention of 3 years after submission of final claim for the fiscal year; however, CACFP contract with sponsors requires them to retain for 6 years.	

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State Archivist's Signature <i>Terry Kiltson</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hawak</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>Grand J. Poff</i>	Date



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
6.	Institution Manuals <i>Procedure manuals for centers and sponsors</i> Record copy Duplicate copies	Retain 6 years after the date of final payment or submission of final federal expenditure report then destroy Retain until no longer needed then destroy	Referring to the federal fiscal year to which the manual pertains
7.	Institution Policy Memoranda <i>Policy memoranda for centers and sponsors</i> Record copy Duplicate copies	Retain until superseded then destroy Retain until no longer needed then destroy	
8.	Review Letters and Case Load Reviews <i>Status review reports</i> Record copy Duplicate copies	Retain for 6 years after review then destroy Retain until no longer needed then destroy	

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State Archivist's Signature <i>Terry Ketchum</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hanaak</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>Deanna B. Reef</i>	Date



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
9.	School Data <i>Department of Education data that is manipulated for CACFP use.</i> <i>Documents all schools that are 50% free or reduced school applications</i> Record copy Duplicate copies	Retain for 5 years after fiscal year closes then destroy Retain until no longer needed then destroy	
10.	Seriously Deficient Institutions Files <i>Includes same material as Institution Files for centers classified seriously deficient</i> Record copy Duplicate copies	Retain until corrected or terminated then transfer files Retain until no longer needed then destroy	Centers that do not correct the deficiencies are terminated and put on the National Disqualified List. Center that correct return to the Institution Files.
11.	Sponsor-Provider Agreements <i>Includes active and terminated provider agreements</i> Record copy Duplicate copies	Retain 6 years after the date of final payment or submission of final federal expenditure report then destroy Retain until no longer needed then destroy	7 C.F.R. §§ 210.23(c) and 226.10(d) require retention of 3 years after submission of final claim for the fiscal year; however, CACFP contract with sponsors requires them to retain for 6 years.

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State Archivist's Signature <i>Terry Ketsler</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>William D. Reif</i>	Date

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12.	USDA Communication <i>Includes general correspondence, policy and/or procedure memoranda and Food and Nutrition Service Instructions</i> Record copy Duplicate copies	Retain until superseded or obsolete then destroy Retain until no longer needed then destroy		
13.	U.S.D.A. Food & Nutrition Service Reports (Fiscal Files) <i>Includes payment vouchers, sponsor review and U.S.D.A. reports</i> Record copy Duplicate copies	Retain 6 years after the date of final payment or submission of final federal expenditure report then destroy Retain until no longer needed then destroy	7 C.F.R. §§ 210.23(c) and 226.10(d) require retention of 3 years after submission of final claim for the fiscal year; however, CACFP contract with sponsors requires them to retain for 6 years.	

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State Archivist's Signature <i>Jerry Ketchum</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hanaak</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>Donald E. Roof</i>	Date

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