

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700102	SCHEDULE # 001	PAGE # 1 OF 4
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU: School Nutrition - Pre-School, Elementary, Middle, and Senior		PHONE #:		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>David F. Corso</i>		10-15-09	<i>Karl J. Niederer</i>	01-14-2010

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Annual Child Nutrition Programs File - National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program			
0001-0001	Annual Child Nutrition Programs File - National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Application - Approved Contains: application (copy), approval notice, reports, program policies, and correspondence. Original maintained by the Department of Agriculture.	7 yrs		Destroy
0001-0002	Annual Child Nutrition Programs File - National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Application - Denied Contains: application (copy), denial notice, reports, program policies, and correspondence. Original maintained by the Department of Agriculture.	3 yrs		Destroy
0001-0003	Annual Child Nutrition Programs- National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Operational File Contains: reports, audits, menu planners, program policies, and correspondence.	7 yrs		Destroy
0001-0004	Annual Child Nutrition Programs File - National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Agreement and Reimbursement- Approved File contains but is not limited to the following: Program Agreement Certification and supporting documents, Schedule A Annual Child Nutrition Programs (Copy), Food Service Management and Vending Company Contracts (Original), Reimbursement Voucher and Claims, and supporting documentation. Original maintained by the Department of Agriculture.	7 yrs after termination of agreement		Destroy
0001-0005	Annual Child Nutrition Programs File - National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Agreement and Reimbursement - Denied File contains but is not limited to the following: Program Agreement Certification and supporting documents, Schedule A Annual Child Nutrition Programs (Copy), Food Service Management and Vending Company Contracts (Original), Reimbursement Voucher and Claims, and supporting documentation. Original maintained by the Department of Agriculture.	3 yrs		Destroy

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		AGENCY	RECORDS CENTER	
0001-0006	Annual Child Nutrition Programs File – National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Financial File File includes but is not limited to: Weekly Reconciliation Report for Cafeteria Sales and Orders; Monetary and Statistical Account of Weekly Sales and Stock Orders; supply inventories; revenue reports; invoices for food, supplies, equipment, and repairs; and supporting documentation.	7 yrs		Destroy
0001-0007	Annual Child Nutrition Programs File – National School Lunch, School Breakfast, After-School Snack Program, and Special Milk Program - Student Ticket	1 yr		Destroy
0002-0000	Food Handling Establishment License	3 yrs		Destroy
0003-0000	Letter and Application to Parent or Guardian About Free/Reduced Price Student Meals and/or Milk	3 yr		Destroy
0004-0000	Federal and State Food Safety File			
0004-0001	Federal and State Food Safety File - County Department of Health Sanitary Inspection Report	As updated		Destroy
0004-0002	Federal and State Food Safety File - County Department of Health Sanitary Inspection Certificate	3 yrs		Destroy
0004-0003	Federal and State Food Safety File - Federal Biosecurity Preparedness Plan File pertaining to US Department of Agriculture’s food safety requirements for school districts that participate in the school nutrition programs for storing, preparing, and serving food and to comply with federal and state health standards.	3 yrs after update		Destroy
0004-0004	Federal and State Food Safety File - Federal Hazard Analysis and Critical Control Point (HACCP) Working Group Guidelines File pertaining to the US Food and Drug Administration’s working group guidelines for school districts participating in school nutrition programs to ensure food safety “from harvest to consumption”.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0005-0000	Summer Food Service Program File (Copy) File contains but is not limited to the following: Summer Food Service Program Agreement, Enrollment, Reimbursement Claim, Schedules, Menu Planner, Site Information Sheet and Record Form (Self Preparation Sites and Vended, Serviced/Satellite Sites), Sponsor Management Plan, and supporting documentation.	3 yrs		Destroy