

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL SERVICES
CHILD NUTRITION SERVICES SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

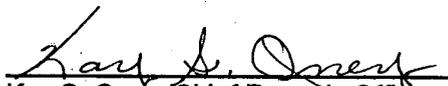
CHILD NUTRITION SERVICES SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

CHILD NUTRITION SERVICES SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

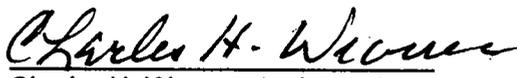
APPROVAL RECOMMENDED


Kay S. Oney, Chief Records Officer
Department of Public Instruction

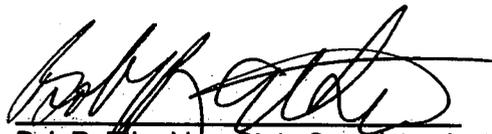

John F. Murphy, III, Chief Consultant
Child Nutrition Services Section


Dwight Pearson, Director
Division of School Services


William S. Price, Jr., Director
Division of Archives and History


Charles H. Weaver, Assistant State
Superintendent for Auxiliary Services

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

September 10, 1993

HFH

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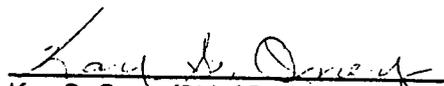
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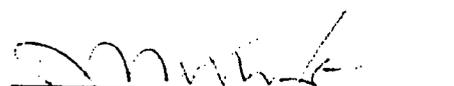
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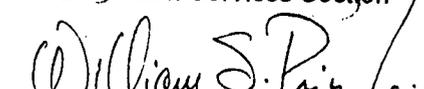
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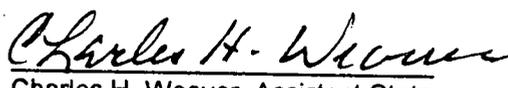
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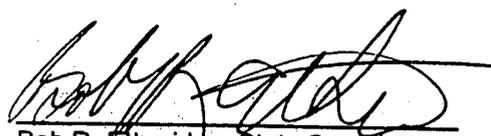

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

HFH

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ITEM 1405. CHILD NUTRITION ADMINISTRATIVE UNIT EVALUATIONS (AUE) AND TECHNICAL ASSISTANCE FILE.

School food services evaluation forms concerning technical assistance visits to each local education agency. Forms include local education agency sponsor numbers, names of local education agencies, names of individual schools, dates of reviews, and findings of reviews. Local education agency sponsor numbers, school numbers, review codes, dates of reviews, and other related data are entered into Review Tracking System Electronic (Database) File (Item 36036) immediately upon receipt and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19938. SECTION PERSONNEL FILE.

Reference copies of records concerning section personnel. File includes applications, personnel action forms, job descriptions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 19941. BEST PRACTICES AWARDS FILE.

Records concerning Best Practices Awards, an incentive program to encourage local education agencies (LEAs) to exceed federal requirements for school food services. File includes promotional materials, reports, rosters of award recipients, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19942. PROJECT PROPOSALS FILE.

Records concerning proposed projects for child nutrition that were not funded. File includes correspondence and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19943. CHILD NUTRITION PROGRAMS NOTEBOOK FILE.

Records concerning child nutrition programs administered by section. File includes memorandums sent to local education agencies (LEAs) and child care facilities providing regulations, guidelines, and other administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19944. APPROVED FOODS LISTS NOTEBOOK FILE.

Listings of foods approved by the U.S. Department of Agriculture for child nutrition programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23842. CHILD NUTRITION CROSS-REFERENCE LISTING (FI242B) FILE.

Reports listing checks issued to sponsors with the check number cross-referenced to the claim voucher number.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 35876. CHIEF CONSULTANT'S CORRESPONDENCE FILE.

Correspondence written and received by the Chief Consultant concerning the administration of the section. Correspondence concerns implementation of the child nutrition program to program sponsors (child and adult care food sponsors, summer food services sponsors, and each local education agency).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35886. SCHOOL FOOD SERVICES FILE.

Records concerning federal school food services programs for each local education agency. File includes School Food Service Monthly Reports forms and School Food Service Statement forms which provide statistical data regarding number of meals served, amounts of money collected, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 3 additional years and until released from all audits, whichever occurs later, and then destroyed. Agency representative will notify the State Records Center about audit status.

ITEM 36035. RESULTS OF FOOD SERVICE EVALUATIONS (PRINTOUTS) FILE.

Computer printouts concerning the results of food service operation evaluations within each local education agency. Printouts include local education agency sponsor numbers, schools' identification numbers, review codes, dates of reviews, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 36037. SCHOOL BREAKFAST GRANTS (APPROVED) FILE.

Records concerning approved grant funding for school breakfasts to children in qualified local education agencies. File includes grant applications, correspondence, proposed budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36038. SCHOOL BREAKFAST GRANTS (REJECTED) FILE.

Records concerning rejected grant funding for school breakfasts to children in qualified local education agencies. File includes grant applications, correspondence, proposed budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.