

State of Nevada AGR: Food and Nutrition Division

Version Date: 09/18/2013

1987015 Commodity Inventory Records

Reviewed: 06/05/1987

Description: This record series is used to document donated food issued to eligible agencies. The series may contain, but is not limited to: USDA food requisition files including delivery receipts; Commodity Inventory Report; Program Usage/Entitlement Reports and other state and federal reports, and; Related correspondence.

Retention: Retain these records for a period of three (3) federal fiscal years from the submission of an annual or final expenditure report.

Disposition: Destroy Securely

1987016 Commodity Loss/Damage/Claim Reports

Reviewed: 06/05/1987

Description: This record series is used to document donated food (and value) which has been lost or damaged and unusable according to federal regulations (see CFR 7 250.7 and 7 CFR 250.15).

Retention: Retain these records for a period of three (3) federal fiscal years from the submission of an annual or final expenditure report.

Disposition: Destroy Securely

1987014 Food Distribution Case Records

Reviewed: 06/05/1987

Description: This record series is used to document the distribution of food to recipients of the program. The files may include, but are not limited to: Application with supportive documentation; Income verification; Documentation on food received, and; Related correspondence.

Retention: Retain these records for a period of three (3) federal fiscal years from the submission of an annual or final expenditure report.

Disposition: Destroy Securely

2009069 Program Appeals and Reviews

Reviewed: 10/22/2009

Description: These records document the review of sponsor programs and/or appeals of denial of an application for participation, denials of sponsor's request for advance payment, denials of sponsor's claims, (etc.) for the Summer Food Service Program, Child and Adult Care Food Program and other programs sponsored by the Office (See 7 CFR Part 225 and Part 226). The records may contain, but are not limited to: Application with related supportive documentation; Copies of accounting records; Hearing documents including notices, recordings, written decisions, etc.; Program reviews with associated documentation, and; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of the final determination of the appeal or review.

Disposition: Destroy Securely