



TODD STAPLES, COMMISSIONER

# POLICY ALERT

**Date:** February 6, 2009

**Reference:** # SFSP 2009-01

**To:** Summer Food Service Program (SFSP) Sponsors

**Subject:** Record Retention Requirement Change

**Effective Date:** Summer 2009

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**Purpose**

**NOTIFY** sponsors of a change to the record retention period for program related records.

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**Implementation**

Summer 2009

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**Procedure**

Effective with Summer 2009 records, the retention period for program related materials is 3 years from the end of the program year to which they pertain. **Exception:** If audit findings, claims or litigation have not been resolved, all forms and records must be retained beyond the required time period until all issues are resolved.

**Note:** All handbook and form instruction references to 3 years and 90 days will be revised to reflect this change in your next regularly scheduled handbook revision and as forms and instructions are revised.

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**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.

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This Policy Remains in Effect Until Further Notice

