

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **349**
PAGE NO. **1** ✓

1. Requesting Agency: **DEPARTMENT OF EDUCATION**
2. Division or Bureau of Requesting Agency: **CERTIFICATION AND ACCREDITATION**

3. Authorization Requested (Check only one of the squares below):
 Direct Distribution Program, School Lunch Program and Special Milk Program

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. | 5. Description of Records | 6. Recommendation of Hall of Records and Board of Public Works.

Other records concerned with the administration of the School Lunch Program have been previously scheduled (see Item 2, Schedule 69, Division of Finance and Research).

1. AGREEMENT FILE (DIRECT DISTRIBUTION COMMODITY AGREEMENTS)

Size: 8 1/2" x 11"
Dates: 1946 - -
Quantity: 1 drawer (1955-1959), 3 transfiles (1946-1954)
(Total, 7 cubic feet)
File Arrangement: By year and alphabetical therein by county
Annual Accumulation: 1 cubic foot
Disposable Amount: 6 cubic feet
Audit: State and Federal

The Department of Education participates in the United States Department of Agriculture's surplus food distribution program. This program involves the donation of surplus commodities to schools. Specifically, the Agreement File contains participation agreements between the Department of Education and each city or county board of education and other eligible non-public schools, lists of schools within the county which are included in the agreement, amendments to the lists of schools, and transmittal letters. Agreements are re-negotiated or renewed yearly.

RECOMMENDATION: RETAIN UNTIL A NEW AGREEMENT IS NEGOTIATED AND FOR THREE YEARS THEREAFTER AND UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative
T. F. Cullen State Superintendent of Schools April 14, 1959
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. | Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
4/29/59 *M. S. Radloff* MAY 4 1959
Date Archivist Date Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **349**PAGE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>DIRECT DISTRIBUTION COMMODITY FILE</u></p> <p>Size: 8½" x 11" Dates: 1946 - - Quantity: 2 drawers (1958-1959, 4 transfiles (1946-1955) (Total, 11 cubic feet) File Arrangement: By year and numerical by transaction number therein Disposable Amount: 7 cubic feet Audit: State and Federal</p> <p>This file is concerned with ordering, receiving, and distributing commodities secured through the direct distribution program of the USDA. One folder is set up for each car or portion of a carlot and contains the following records on the particular commodity being distributed by the Department:</p> <p style="padding-left: 40px;">Notification by USDA of availability of commodity Delivery order by Department of Education Notification of shipment Loading and receiving tally Reports of shipment received short and/or damaged Statements of service performed for School Lunch Section (unloading and other handling expense) Receipts from school officials receiving commodities Commodity distribution breakdown (for checking against receipts) Allotments from the shipment</p> <p>A summary of all transactions involving receipt and distribution of commodities is recorded in the Direct Distribution Ledger.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL), WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
3.	<p><u>CORRESPONDENCE - DIRECT DISTRIBUTION PROGRAM</u></p> <p>Size: 8½" x 11" Quantity: 1 drawer (1958-1959) File Arrangement: Numerical by file number</p> <p>This file is concerned with the administration of the Direct Distribution Program. The bulk of the file consists of correspondence, reports, or material possessing informational value. Specifically, these records are:</p> <p style="padding-left: 40px;">Correspondence with USDA and various counties USDA directives and bulletins Statistical reports</p>	

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Questionnaires
 Summaries of commodity orders placed by Department
 General administrative records - travel reports, audit reports
 Commodity information and inventories

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. SPECIAL MILK APPLICATION FILE

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 1 drawer (1957-1959), 1 transfile (1954-1955)
 (Total, 4 cubic feet)
 File Arrangement: By year and alphabetical by county therein
 Disposable Amount: 2 cubic feet
 Audit: State and Federal

This file establishes the Department's authority to reimburse schools for expenses incurred in administering the Special Milk Program. The folder on each county contains the following records relating to the program:

Agreements
 Special Milk Program Applications - from each school
 Authorization letters
 Schedule "A" of Special Milk Program - setting forth reimbursement rates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.

5. CORRESPONDENCE - SPECIAL MILK PROGRAM

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 1 drawer
 File Arrangement: Alphabetical by county
 Audit: State and Federal

This is correspondence with various counties relating to the administration of the Special Milk Program and specifically to claims for reimbursement. Detail sheets on the reimbursable amounts are also included in the file.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL), WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY	
BOARD OF PUBLIC WORKS	
MAY	4 1959
<i>Andrew H. ...</i>	
SECRETARY	

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6. SCHOOL LUNCH APPLICATION FILE

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 1 drawer, 1 transfile (total, 4 cubic feet)
 File Arrangement: By year and alphabetical by county therein
 Annual Accumulation: 1 cubic foot (est.)
 Disposable Amount: 2 cubic feet
 Audit: State and Federal

This file establishes the Department's authority to reimburse schools for expenses incurred in administering the School Lunch Program. The folder on each county contains the following records relating to the program:

- Agreements
- School Lunch Program applications - from each school
- Schedule "A" of School Lunch Program - setting forth reimbursement rates.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.

7. CORRESPONDENCE - SCHOOL LUNCH PROGRAM

Size: 8½" x 11"
 Dates: 1953 - -
 Quantity: 3 drawers (1953 - -), 1 transfile (1946-1950) (total, 7 cubic feet)
 File Arrangement: See below
 Disposable Amount: 3 cubic feet

This file contains correspondence relating to the administration of the School Lunch Program. A portion of it is arranged by county and is concerned primarily with fiscal administration and school inspections by the Department. The remainder of the file is arranged either by correspondent or subject and is concerned with program administration on levels other than county.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. ADMINISTRATIVE REVIEW REPORTS

Size: 8½" x 11"
 Dates: 1946 - -
 Quantity: ½ drawer (1956-1959), 2 transfiles (1946-1954) (Total, 4 cubic feet)
 Annual Accumulation: Less than ½ cubic foot
 Disposable Amount: 3 cubic feet

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 PUBLIC WORKS
 MAY 4 1959
Andrew H. ...
 SECRETARY

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INDEX FOR RECORDS RETENTION SCHEDULE
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This file of reports relates to performance level checks of participating schools as compared with the standards prescribed for the administration of the School Lunch Program, Special Milk Program, and for the storage, handling, and utilization of USDA commodities distributed through the Direct Distribution Program. Each folder includes check lists and correspondence with school principals.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. GENERAL FILE (AUDIT REPORTS, ETC.)

Size: 8½" x 11"
 Dates: 1952 - -
 Quantity: 1 drawer
 File Arrangement: By type of record

This file contains audit reports (both State and Federal) and reports of expenditures by State and local governments in connection with the school lunch, surplus commodity, and milk programs.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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 BOARD OF PUBLIC WORKS
 MAY 4 1959
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 SECRETARY