POLICY ALERT

Date: February 6, 2009
Reference: # TEXCAP 2009-01
To: Texas Commodity Assistance Program (TEXCAP) Contractors
Subject: Record Retention Requirement Change
Effective Date: October 1, 2008

Purpose
NOTIFY contractors of a change to the record retention period for program related records.

Implementation
Program Year (PY) 2009

Procedure
Effective with PY 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.

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

This Policy Remains in Effect Until Further Notice