POLICY NOTICE

Date: July 31, 2001       Reference #: NSLP / SBP 2001-15
To: National School Lunch/School Breakfast Program (NSLP/SBP) Contractors
Subject: Records Retention for Food Service Management Company Procurement

This Notice clarifies the requirements for records retention as related to procurement of food service management company (FSMC) services.

School food authority records, including the FSMC contract, must be retained for three years and ninety days after the submission of the final claim for reimbursement for the fiscal year, or longer as required for the resolution of issues raised by audits.

Since there may be a provision for the yearly renewal of FSMC contracts not to exceed four additional years, any procurement documentation including the request for proposal or invitation for bid, specifications, method and source of advertising, evaluation criteria, submissions by bidders, notice of awards, contract renewals, or any other materials related to the procurement must be retained by the SFA for three years and ninety days beyond the final claim for reimbursement for the fiscal year in which a bid year's contract renewals are effective, or longer as required for audit resolution or other pending matters.

Contact your area program office if you have any questions.

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