
**FOOD AND NUTRITION SERVICES CERTIFICATION
GENERAL PROCEDURES & REQUIREMENTS
Retention of Records**

**FNS 135 Retention of Records
Change #3-2013
September 1, 2013**

135.01 RETENTION OF RECORDS

The county keeps records and submits accurate and timely reports and other information as may be required from time to time by the State and Food and Nutrition Service (FNS).

A. Certification Records

Certification records are available for review and audit by FNS or the United States Department of Agriculture (USDA) for a period of three years from the month of origin of each record. The three-year retention is required by federal regulations and applies regardless of whether or not an audit or review is performed in the three-year period. North Carolina Controller's Office may require longer retention for certification records. Refer to DHHS Records Retention and Disposition Schedule at <http://www.ncdhhs.gov/control/index.htm#letters>. All program records must be kept in an orderly fashion. Certification records include, but are not limited to:

1. Applications for certification, including required FNS or State forms;
2. Worksheets used in the computation of income for eligibility and the basis of issuance;
3. Documentation including verification techniques employed by the eligibility specialist,
4. Copies of forms used to authorize or change participation or basis of issuance;
5. Printouts of notices of Adverse Action and other notices sent to the client and responses thereto; **and**
6. Actions related to the fair hearing process.

The three-year retention described above is required by federal regulations and applies regardless of whether or not an audit or review has been performed in the three-year period.

NOTE: Records containing an IPV disqualification and/or an IPV claim must be retained indefinitely.

B. NC FAST

Records entered into NC FAST cannot be deleted at the county level. They will be retained in NC FAST until all audits have been completed and time-limits have been met.

C. Fiscal Records

Fiscal records and accountable documents must be retained for three years from the date of fiscal or administrative closure. Refer to DHHS Records Retention and Disposition Schedule at <http://www.ncdhhs.gov/control/index.htm#letters>. Fiscal closure means that obligations for or against the federal government have been liquidated. Administrative closure means that the State agency has determined and documented that no further action to liquidate the obligation is appropriate. Fiscal records and accountable documents include, but are not limited to, claim forms and documentation of lost benefits.