



Recordkeeping Policy

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215

Operators of the Child and Adult Care Food Program (CACFP) must comply with retention requirements outlined in the Code of Federal Regulation (CFR) and Arizona Revised Statutes (ARS). Furthermore, operators must have a written recordkeeping policy that describes where specific records are stored, how long records are stored, and who has access. CACFP operators are encouraged to utilize this Recordkeeping Policy template to satisfy these requirements. Please note, the information provided in this policy may be used by a State or Federal CACFP auditor.

Sponsoring Organization Name:	Sponsoring Organization Physical Address:
Sponsor Contact Name:	Sponsor Phone Number:

Certification of Understanding:

By checking this box, the Sponsoring Organization named above certifies an understanding that all records must be immediately available to the Arizona Department of Education (ADE), the United States Department of Agriculture (USDA), and other State and Federal officials immediately upon request. All CACFP records must be kept for at least five years and made immediately available upon request.

Location of Forms (Multi-Site Sponsors must complete this section for each operating site):

Site Name and Address:	Primary Site Contact Name and Phone Number:
Site Representative(s) with Access to CACFP Records: <i>If a key or password is needed to access any CACFP records, please specify who has access.</i>	
Address of Secondary Storage Location(s) for CACFP Records: <i>If CACFP records are removed from the site address listed above, please disclose the physical address of the location(s) in which these records will be found. This may include a storage unit, home office, administrative office, etc.</i>	
Description of the Recordkeeping Maintenance at this Site: <i>Briefly describe where CACFP records are stored. For example, "Enrollment records are maintained in the director's office. Records supporting meal pattern and menu compliance are maintained by kitchen staff and stored in the office area by the kitchen." If you are unsure what records are required, please connect with your assigned specialist or revisit CACFP training(s).</i>	

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Additional page for multi-site sponsors. Multi-site sponsors must complete one table for each operating site.

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