



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Early Care and Learning, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Child and Adult Care Food Program Audit Report	Records are created through the administration of the CACFP program.	4 years		Temporary-Short-Term		0469-001
Child and Adult Food Program Case Files	Records are created through the administration of the SFSP program.	3 years		Temporary-Short-Term		0469-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Child Care Services Case Files	Records are created through the administration of the Child Care Services program. Records include documents to substantiate compliance with CCDF requirements.	Retain 3 years after submission of financial reports for the program period.		Temporary-Short-Term		0469-006
Grant Proposal Application Files	Records documenting the application for federal funds through grant programs.	3 years		Temporary-Short-Term		0469-005
Pre-kindergarten Case Files	Records are created through the administration of the pre-kindergarten program.	Cut off at close of fiscal year and retain for 6 years.		Temporary-Short-Term		0469-002
Summer Food Service Program Case Files	Records are created through the administration of the SFSP program	Cut off files at end of federal fiscal year and retain for 3 years.		Temporary-Short-Term		0469-003