

Virginia Family Nutrition Program Document Retention and Destruction Procedure

The guidelines below will take effect for the FY2025 reporting year on October 1st, 2024.

SNAP-Ed

Paper Copies

Youth NEFs should scan and upload to PEARS any paper copies of:

- 4-H FNP Youth Enrollment Forms
- K-12 Lesson Logs
- Any pre/post evaluations for grades 3-5 or 6-12
- Any teacher observation forms for grades K-2 or SFSM

Adult NEFs should scan and upload to PEARS any paper copies of:

- SNAP-Ed Lesson Logs
- Group Attendance Logs
- SNAP-Ed Entry and Exit Forms
- Approved Food Purchase Request Forms and receipts (Original receipts should be kept by the PST)

Paper copies should be retained for one year in the office for the record review process. Following the record review, paper copies can be shredded. The electronic version on PEARS serves as the original or main copy of the record.

Electronic Copies Only

If a fillable pdf or survey linked through PEARS was used, these items are stored in PEARS. Copies of these files do NOT need to be printed and stored as paper files.

Paper Forms Not Stored in PEARS

Any paper forms not stored in PEARS (e.g. volunteer enrollment forms, etc.) should be retained for 3 years in accordance with federal guidelines. At the end of the 3-year period, the records destruction procedure should be followed with Records Management Services. Check with your Area Coordinator for details.

EFNEP

Paper Copies

Any paper copies of forms should be retained for 3 years in accordance with federal guidelines. At the end of the 3-year period, the records destruction procedure should be followed with Records Management Services. Check with your Area Coordinator for details.

Electronic Copies

If using a fillable pdf or other electronic records, NEFs should back up their computers regularly or print and store paper files in their office for 3 years in accordance with federal guidelines. At the end of the 3-year period, the records destruction procedure should be followed with Records Management Services. Check with your Area Coordinator for details.