

Checklist Electronic Record Keeping and Maintenance

1. What system is in place for filing and maintaining electronic documents (for 5 years based on Arkansas law)?
2. Are records complete, uniform, easily understood and easily accessible?
3. Do records and e-processes comply with all laws governing privacy, confidentiality, state statutes etc.?
4. Does the Local Education Agency have a method in place to recover data that was used to make the determination of benefit, i.e. Electronic Copy of Household Meal Application as submitted online?
5. Can the Local Education Agency recover data or an Electronic Copy of Household Meal Application that was received using 5 year old or outdated software?
6. Does the Local Education Agency have a method to recover data in the event of a complete computer system shutdown?
7. Did the Local Education Agency assess the legal and security risks associated with turning over agency files to a third party **before** using an outside entity to help manage electronic records?

Document Adapted from Source: United States Department of Agriculture, Food & Nutrition Services, Policy Memo SP 10-2007, SFSP 06-2007, CACFP 07-2007 dated May 1, 2007 part C.