



Electronic Storage of CACFP Records and Data

Safeguards must be in place for ensuring that electronically stored records and data remain “accessible, accurate, authentic, reliable, legible, and readable throughout the record life cycle”, as specified in section 12.04 – *Definitions* within:

[Wisconsin Administrative Code Chapter 12 – Electronic Records Management – Standards and Requirements](#)

Definitions:

Accessible →	Information is arranged, identified, indexed or maintained in a manner that permits the custodian of the record to locate and retrieve the information in a readable format within a reasonable time.
Accurate →	All information has retained a high degree of legibility and readability and correctly reflects the original record when displayed on a retrieval device or reproduced on paper.
Authentic →	The retained electronic record correctly reflects the creator’s input and can be substantiated.
Reliable →	The electronic record produced correctly reflects the initial record each time the system is requested to produce that record.
Legible →	The quality of the letters, numbers or symbols can be positively and quickly identified to the exclusion of all other letters, numbers or symbols when displayed on a retrieval device or retrieved by device or reproduced on paper.
Readable →	The quality of a group of letters, numbers or symbols is recognized as words, complete numbers or distinct symbols.
Life cycle →	All phases of a record’s existence: creation, active use, preservation and management through to disposition. “Disposition” includes permanent preservation as well as designation for destruction.

Guidance Memorandums

Guidance Memorandum 9: Recordkeeping
Guidance Memorandum K: Recordkeeping (FDCH)

Electronic Storage of CACFP Records and Data Policies and Procedures

Policies and procedures for electronically storing CACFP records and data should include the following information as specified in points 1 through 11 below.

1. What documents and data are stored electronically;
2. Which staff (by name and title) have authorized access and are responsible in any way for managing the documents and data;
3. What safeguards are in place for ensuring confidentiality;
4. A description of the record/data archival process and how the records are organized;
5. A description of the back-up retention system for assuring that the documents/data remain readily accessible if the primary storage system is destroyed, lost, or stolen;
6. A description of the protocol for transferring or migrating the electronically stored documents/data when technological changes occur with the storage hardware and/or software initially used to retain them;
7. A description of the restoration protocols that will be used for retrieving accessibility when encryption codes fail, password are lost or forgotten, or software/hardware becomes outdated;
8. What electronic storage hardware and software is being used (i.e. USB drives);
9. Where electronic storage devices are kept;
10. What format the documents are stored in (i.e. PDF version);
11. Statements that certify the following:
 - that the records and data will be readily accessible at all times (*during the agency's regular business hours*) for review by DPI and USDA officials;
 - that paper copies will be printed per DPI, USDA, and/or a public records request;
 - that they will be retained for three (3) Federal Fiscal Years plus the current Federal Fiscal Year or longer as specified by DPI or USDA; and
 - that periodic review and evaluation of the electronic record/data retention system will be done to assure its effectiveness.