

Functional Record Retention and Disposition Schedule (FRRDS) – Food Services Jack Hall, Room 112					
				Page 1 of 2	
File Number	Title	Location	Retention	Vital Records	Office of Record
1	REFERENCE MATERIAL: Administration – General Management				
	(FRRDS)	website	destroy when no longer needed for reference		RM
2	REFERENCE MATERIAL: Administration – General Management				
	2.1 Department Changes (ECP, Transportation)	Credenza drawer	destroy when no longer needed for reference		
	2.2 Safety Committee Minutes	Credenza drawer	destroy when no longer needed for reference		Safety & Security
	2.3 Miscellaneous	1(3)	destroy when no longer needed for reference		
3	RECORDS MGT REQUIREMENTS FOR ELECTRONIC MESSAGING: 1.13.4				
4	REFERENCE MATERIAL: Administration – General Management				
	4.1 Vendor Management: (1.21.2.347)	credenza drawer	destroy when no longer needed for reference		Finance
	4.2 Accounts Payable: (Purchase Orders) (1.21.2.301)	Left desk drawer & computer	destroy when no longer needed for reference		Accts Payable
	Budget Information	Credenza drawer	destroy when no longer needed for reference		Finance
	-Bank of America	Credenza drawer	destroy when no longer needed for reference		Accts Payable
	4.3 Invoices (Vendor) (<i>Commodities File</i>) (1.21.2.301)	credenza drawer	destroy when no longer needed for reference		Finance
	4.4 State Reimbursements – <i>USDA Child Nutrition Program</i>				Finance
	4.5 Equipment Files	1(4)	destroy when no longer needed for reference		Fixed assets
	4.6 Payroll Report	Credenza drawer	destroy when no longer needed for reference		Payroll
5	GOVERNANCE AND COMPLIANCE – Inspections and Monitoring –1.21.2.474				
	General – Inspection:	Credenza drawer	destroy five years from date file closed		

6	GRANT ADMINISTRATION: Administration – General Management - 1.21.2.122 and FOOD SERVICE AND FOOD PROCESSING 7.6.2				
	6.1 Edit Checks: (<i>Meal Counts, Special Milk and Lunch Program Reports, Daily Meal Reports</i>)	1(2)	destroy three years from date file closed		
	6.2 Annual Cafeteria Reports	1(1)	destroy three years from date file closed		
	6.3 Student Rosters (who eats)	1(1)	destroy three years from date file closed		
	6.4 Food Service Changes	1(1)	destroy three years from date file closed		
	6.5 Non-Duty Free (Staff)	1(1)	destroy three years from date file closed		
	6.6 Food Temperatures	1(2)	destroy three years from date file closed		
	6.7 Refrigerator and Freezer Information	1(2)	destroy three years from date file closed		
	6.8 Diets	1(2)	destroy three years from date file closed		
	6.9 Vendor Information	1(2)	destroy three years from date file closed		
	6.10 Menus	Desk drawer	destroy three years from date file closed		
	6.11 In-Service Information	Credenza drawer	destroy three years from date file closed		
	6.12 Inventory	Credenza drawer	destroy three years from date file closed		
	6.13 Order Sheets	Credenza drawer	destroy three years from date file closed		
	6.14 Daily Issue Inventory	Credenza drawer	destroy three years from date file closed		

As of September 2019

NOTE: **Example:** cabinet 1, drawer 1 is 1(1)