

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Business Service Operations</i>	Food Services Staff Personnel File (Including Applications for Employment, Health Certificates and Examination Reports, Personnel Action Forms, School Assignments, Supervisors Reports, Correspondence, Resignations)	Food Services	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Program Agreements and Amendments (Including School Lunch, Direct Distribution Commodity)	Food Services	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Equipment Inventory and Repair Records	Food Services	Life of equipment +4yrs.
<i>Department of Business Service Operations</i>	Direct Distribution Commodity Records (USDA) (Including Commodity Inventories by Commodity, Receipts and Acknowledgments, Receipts and Inventory Record, Reports on Direct Distribution, Available Commodity Reports, Notification of Available Commodities)	Food Services	4 yrs.(3yrs.past + current yr.) and until all audit requirements are met.
<i>Department of Business Service Operations</i>	Orders and Bids for Food and Equipment	Food Services	4 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	School Lunch Program Records (Including School Application for Participation, Administrative Reports on Program Operation, Menu Files)	Food Services	4 yrs.(3yrs.past + current yr.) and until all audit requirements are met.
<i>Department of Business Service Operations</i>	Purchased Food and Supplies Inventory	Food Services	3 yrs. and until all audit requirements are met

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Revised: 08/25/10

Revised: 01/26/12

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<i>Department of Business Service Operations</i>	Food Services Reports (Including Monthly Profit and Loss Statements, Annual Report on Expenditures and Reimbursements, Cafeteria Daily Reports)	Food Services	3 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	Food Services Budget Control File	Food Services	3 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	Correspondence File	Food Services	3 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	National School Lunch Program Agreement - Public Schools	Food Services	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	School Breakfast Program Agreement - Public Schools	Food Services	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Special School Milk Program Agreement - Public Schools	Food Services	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	National School Lunch Program Application - Type A Lunch (A&F Form 014 10-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Addendum to School Breakfast Program Application	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Attachment to Direct Distribution Commodity Agreement (A&F Form 013 12-01/73)	Food Services	3 yrs. or as prescribed by specific regulations

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<i>Department of Business Service Operations</i>	Schedule A of School Lunch Program (A&F Form 014 11-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Quick Report - Claim for Reimbursement Information (A&F Form 014 13-02/74)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Claim for Reimbursement - National School Lunch and Special Milk Program (A&F Form 014 12-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Supplement to Claim for Reimbursement - State Funds (A&F Form 014 23-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Policy Statement for Free and Reduced Price Meals (A&F Form 014 31-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Expenditures by Board of Education from Tax Sources for School Lunch Program (A&F Form 014 19-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Administrative Review and Performance Survey - School Food Service Programs (A&F Form 014 09-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Administrative Review Report - Special Food Service Program for Children (A&F Form 014 29-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Meal Analysis - Breakfast Program (A&F Form 014 30-01/73)	Food Services	3 yrs. or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Donated Commodity Inventory Report (A&F Form 013 02-01/73)	Food Services	3 yrs. or as prescribed by specific regulations

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