

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
FOOD SERVICE**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSFS-001	INVENTORIES					
	A. Food Documents all foods and supplies (except equipment) purchased/received by schools.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
	B. Equipment Includes warranties and guarantees of cafeteria equipment.	Info and Record Copy	District Food Service Supervisor		LIFE OF EQUIPMENT	Retain at agency for life of equipment; destroy. Revised 2006
GSFS-002	MENUS List of food served for each school day.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-003	DAILY PRODUCTION BOOK/RECORD Documents quantities of food prepared, offered, portion sizes used, saved or discarded for each day.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-004	DAILY RECORD BOOK/LEDGER The number of meals served by category.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-005	PREPAID MEAL RECORD Meal ticket information of payments made in advance.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006

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GSFS-006	FREE/REDUCED PRICE MEAL RECORDS Requests for meal services at free/reduced prices. Contains the following: Applications, Status Authorization Civil Rights Compliance Form, and verification records.	Info and Record Copy	District Food Service Supervisor	CONF	FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-007	FREE/REDUCED ROSTER List of participating students.	Info and Record Copy	District Food Service Supervisor	CONF	FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-008	DAILY RECEIPT REPORTS Documents the receipts for each day.	Info and Record Copy	District Food Service Supervisor			
	A. Cash Register/ Journal Tape Day End Reports/Cash and Checks				FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
	B. Cash Register Tape Sales Summary Report (Z)				FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-009	FEDERAL CLAIM FOR REIMBURSEMENT Documents the total number of free, reduced, paid breakfasts, lunches, and snacks, served during the month that are being claimed for reimbursement of federal funds.	Info Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
		Record Copy	Department of Education		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006

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GSFS-010	COORDINATED REVIEW EFFORT (CRE) Verifies daily meals claimed by comparing attendance, enrollment and participation factors. Includes the following: audit report, edit checks.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-011	RECEIPTS / RECEIPT BOOKS Documents monies received by agency from clients, customers, etc., for fees or services rendered.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-012	PURCHASE ORDER (PO) REGULAR Authorizes the delivery of specified merchandise or the rendering of a certain service showing the amount of funds authorized for the same.	Info and Record Copy	District Food Service Supervision		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-013	PAYMENT VOUCHER (PV) REGULAR DIRECT CLAIM A request for payment to a vendor for goods or services in accordance with a properly executed purchase order or contractual agreement.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-014	INTERGOVERNMENTAL VOUCHER (IV) Interdepartmental billing form used by a state agency to bill another state agency for goods and/or services rendered. The reimbursement is treated as a disbursement in the billed department and	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006

	is an “expenditure reduction” in the billing department.					
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GSFS-015	PERSONAL EXPENSE REIMBURSEMENT (PV) (PE) Payment voucher used to reimburse state employees for travel expenses including room and board, while on official state business or at a convention or conference.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-016	BANK STATEMENTS, CANCELLED CHECKS, CHECK STUBS Statement and cancelled checks reflecting financial status with a bank.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-017	DEPOSIT SLIPS Bank receipts verifying the amount deposited into bank account.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-018	REPORT OF CASH RECEIPT (CR) Document recording revenue received by an agency.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-019	CONTRACTS, AGREEMENTS, AND LEASES Formal contacts between state agencies and qualified vendors for the furnishing of goods and services utilized by the district. May include copies of specifications, advertised bid proposals, and other correspondence. NOTE: Does not include construction Contracts (GSF-035) or Professional Services Contracts (GSFS-034).	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006

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GSFS-020	BIDS, QUOTES, BID SPECIFICATIONS Formal documentation of advertised bidding, telephone quotes and specifications for items out on bid. NOTE: Does not include construction contracts. (See GSF-038, Construction Documents, for retention instructions.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-021	VENDOR FILE Record of expenditures by company. May include invoices and statements.	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-022	FINANCIAL STATEMENTS Financial status as reported to local school board.	Info and Record Copy	District Food Service Supervisor		REPLACE AS UPDATED	Replace as updated. Revised 2006
GSFS-023	SALARY ENTITLEMENT FORM (OCT. REPORT) Justification from 0116 monies.	Info Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
		Record Copy	Department of Education		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
GSFS-024	BI-ANNUAL FINANCIAL REPORT Statement of income and expense for six months.	Info Copy	District Food Service Supervisor		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006
		Record Copy	Department of Education		FOUR YEARS	Retain current yr plus 3 previous yrs; destroy. Revised 2006

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GSFS-025	<p>COMMODITY RECORDS</p> <p>Records related to distribution and usage of USDA donated foods. Includes the following:</p> <ul style="list-style-type: none"> A. Commodity Agreement with OMB/Contracting B. Allocation Form (food offered, accepted or rejected). C. Deleted (Jan. 2002) D. Deleted (Jan. 2002) E. Food Preference Reports. F. Commodity Delivery Invoices/Delivery Tickets (signed) G. G. Processing and Storage Invoices I. H. USDA Commodity Rebate Forms J. Transfer Records (food transferred to another school) (retain for own records.) K. Deleted (Jan. 2002) 	Info and Record Copy	District Food Service Supervisor		FOUR YEARS	<p>Retain current yr plus 3 previous yrs; destroy.</p> <p>Revised 2006</p>
	COMPUTERIZED MEAL COUNTING SYSTEM					
CMCS-001	<p>DAY END CASH REPORT</p> <p>This form is completed daily by each cashier. Cashier completes form when counting money. Amounts of actual money are recorded by bills and coins per register and submitted to the manager to declare money in the computer.</p>	Info and Record Copy	District Food Service Supervisor		SUCCESSFUL AUDIT	<p>Retain at agency; successful audit; destroy.</p> <p>Revised 2006</p>

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CMCS-002	<p>DAILY STATUS REPORT</p> <p>Generated by each school from database and sent to District Office for reporting. Contains number of students fed, deposit figures and sales figures. Generated daily/weekly/monthly.</p>	Info and Record Copy	District Food Service Supervisor		SUCCESSFUL AUDIT	<p>Retain at agency; successful audit; destroy.</p> <p>Revised 2006</p>
CMCS-003	<p>DATABASE BALANCE REPORTS</p> <p>Generated by School Food Service Manager to be sent to the Administrative Office to record breakfast, lunch, and snacks eaten. Can be used as a reference document at the Point of Sale (POS). Contains children's names, eligibility code, and balance in account.</p>	Info and Record Copy	District Food Service Supervisor		SUCCESSFUL AUDIT	<p>Retain at agency; successful audit; destroy.</p> <p>Revised 2006</p>