

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2424 – 11

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Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.

Description

Retention

This schedule supersedes Schedule No. 1406-11.

FOOD SERVICES AREA:

Standard state food service forms and supporting documents for special and general operating procedures.

I. ADEQUACY OF DIET SERIES:

- A. Registered Dietician Certification
- B. Master Copy of 5-Week Menus for Each Fiscal Year
- C. Master Copy of 5-Week Diet Menus for Each Fiscal Year
- D. Medical Diet Orders
- E. Memos of Lacto-Ovo Diets and Lacto-Ovo Diet Requests
- F. Food Production Worksheets

Retain three (3) years and until all audit requirements have been met, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 6/15/08

Signature J. Michael Stouffer

Typed Name J. Michael Stouffer

Title Commissioner

Schedule Authorized by State Archivist

Date 31 Jan 09

Signature Edward C. Longman

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RECORDS MANAGEMENT DIVISION
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(Continuation Sheet)**

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Item No.	Description	Retention
II.	<p>GENERAL RECORDS FOR MONITORING FOOD SERVICE SERIES:</p> <ul style="list-style-type: none"> A. Annual Health Inspection Records B. Medical Screening Records – Dietary Staff and Inmate Workers C. Weekly Sanitation Inspection Reports D. Daily Meals Temperature Sheets E. Dietary Pickup Sheets for Satellite Institutions F. Memos on Satellite Food Service G. Segregation & Protective Custody Issuing Sheets H. Hospital Cart Sheet I. Utensil Control Sheets – Class A and B Tools J. Work Order Request for Repair of Food Service Equipment 	<p>Retain three (3) years and until all audit requirements have been met, then destroy.</p>
III.	<p>SPECIAL DIETARY RECORDS: Reports of audits conducted other than Legislative Audits (ACA, MCCA, etc.)</p>	<p>Retain three (3) years and until all audit requirements have been met, then destroy.</p>
IV.	<p>DIETARY PERSONNEL RECORDS:</p> <ul style="list-style-type: none"> A. Monthly Dietary Work Schedule B. Request for Leave Forms C. Secondary Copies of Infraction and Disciplinary Measures on Correctional Officers 	<p>Retain three (3) years and until all audit requirements have been met, then destroy.</p>

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V.	<p>DIETARY PURCHASING RECORDS AND FINANCE:</p> <ul style="list-style-type: none"> A. Monthly Dietary Food Cost Report B. Memos to Managing Officers Regarding Food Cost, Enhancement, Expenditures, etc. C. Donable Records and Allocations D. Overtime Sheets (secondary copies) E. Verification for Self-Help Group Purchases F. Request for Purchase Form 	<p>Retain three (3) years and until all audit requirements have been met, then destroy.</p>