## **DIOCESE OF BATON ROUGE-Records Retention Schedule**

Department/Section School Food Services					Effective Date		Schedule No	. Page	
							SFS-05-01	1	
	Description			Retention Period			Total		
				Office	Sto	orage Total	Retention		
opera school and a	Records, reports, inventories, invoices, and receipts that document the daily operations of the department. May include daily production records, monthly school reports, applications for free and reduced meals, sign-in sheets, assignment and assurance letters. Retain for 3 years after final claim for reimbursement. LA Bulletin 1196				1	2	3	Destroy	
May vend	Documents pertaining to public bids for food, equipment, vehicles, materials, etc. May include copies of invitation to bid, original advertisement, mailing list of vendors, bids submitted by vendors, bid evaluation sheet, copies of award letters, contracts, etc. Retain for 3 years after final payment. LA Bulletin 1196				1	2	3	Destroy	
\$100 prope	Documents the purchase, maintenance of equipment with a unit acquisition cost of \$1000 or more. May include copies of invoices, purchase orders and requisitions, proposals, operating manuals. Retain for three years after disposal of the equipment. LA Bulletin 1196				Active	+1 2	Active +3	Destroy	
such recor	All income, expenditures, and meal counts shall be supported by source documents such as itemized invoices, attendance and payroll records, deposit slips, inventory records, participation records, etc. Retain for 3 years after final claim for reimbursement. LA Bulletin 1196				1	2	3	Destroy	
(Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Approval (Print)	Approval (Prin		int)		
Signature		I CO	<del></del>		_	Signatu			
Emilie Leurs Deane Bezlek			prente ans			VIII C:			
	oper scho and a Bulle Docu May vend control Docu \$100 prop equi All i such recording reim	Records, reproperations of school report and assurance Bulletin 1190 Documents p May include vendors, bids contracts, etc.  Documents the \$1000 or mo proposals, opequipment. I All income, e such as itemi records, partire reimburseme.	Records, reports, inventories, invoices, and rece operations of the department. May include daily school reports, applications for free and reduced and assurance letters. Retain for 3 years after fin Bulletin 1196  Documents pertaining to public bids for food, ec May include copies of invitation to bid, original vendors, bids submitted by vendors, bid evaluation contracts, etc. Retain for 3 years after final pay Documents the purchase, maintenance of equipm \$1000 or more. May include copies of invoices, proposals, operating manuals. Retain for three yequipment. LA Bulletin 1196  All income, expenditures, and meal counts shall such as itemized invoices, attendance and payror records, participation records, etc. Retain for 3 yreimbursement. LA Bulletin 1196  (Print) Date Department Head or Cabinet	Records, reports, inventories, invoices, and receipts that do operations of the department. May include daily production school reports, applications for free and reduced meals, siguand assurance letters. Retain for 3 years after final claim for Bulletin 1196  Documents pertaining to public bids for food, equipment, May include copies of invitation to bid, original advertisem vendors, bids submitted by vendors, bid evaluation sheet, contracts, etc. Retain for 3 years after final payment. LAD Documents the purchase, maintenance of equipment with a \$1000 or more. May include copies of invoices, purchase proposals, operating manuals. Retain for three years after equipment. LA Bulletin 1196  All income, expenditures, and meal counts shall be support such as itemized invoices, attendance and payroll records, records, participation records, etc. Retain for 3 years after reimbursement. LA Bulletin 1196  (Print) Date Department Head or Cabinet Secretary Approval (Print)  Diane Bezdek  Signeture	Records, reports, inventories, invoices, and receipts that document the daily operations of the department. May include daily production records, monthly school reports, applications for free and reduced meals, sign-in sheets, assignment and assurance letters. Retain for 3 years after final claim for reimbursement. LA Bulletin 1196  Documents pertaining to public bids for food, equipment, vehicles, materials, etc. May include copies of invitation to bid, original advertisement, mailing list of vendors, bids submitted by vendors, bid evaluation sheet, copies of award letters, contracts, etc. Retain for 3 years after final payment. 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