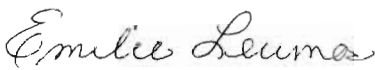
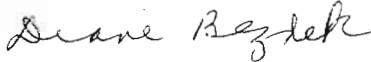




## DIOCESE OF BATON ROUGE-Records Retention Schedule

| Department/Section<br>School Food Services |   | Effective Date   | Schedule No.<br>SFS-05-01 | Page<br>1 |                 |
|--|---|------------------|---------------------------|-----------|-----------------|
| Records Series Title                       | Description   | Retention Period |                           |           | Total Retention |
|  |   | Office           | Storage                   | Total     |                 |
| SFS Source Documentation Records           | 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         |
| SFS Procurement                            | 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         |
| SFS Equipment Files                        | 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         |
| SFS Transaction Records                    | 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         |
|  |   |                  |                           |           |                 |
|  |   |                  |                           |           |                 |

|   |  |  |  |   |  |   |  |
|---|--|--|--|---|--|---|--|
| <b>Date</b><br>5/16/05  | <b>Archivist Approval (Print)</b><br>Emilie Leumas | <b>Date</b><br>5/13/05   | <b>Department Head or Cabinet Secretary Approval (Print)</b><br>Diane Bezdek | <b>Date</b>   | <b>Finance Representative Approval (Print)</b><br>Joe Ingraham | <b>Date</b>   | <b>Law Representative Approval (Print)</b><br>Charles Cusimano |
| <b>Signature</b><br> |  | <b>Signature</b><br> |  | <b>Signature</b><br> |  | <b>Signature</b><br> |  |