

Spring Independent School District
Food Service Records -Disposition Log

School Dude Work Order#:	Date:	School/Dept:
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Name:	Digital Signature:
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I certify that these district records are in compliance with the mandatory minimum retention periods specified by the Texas State Library and Archives Commission Local Schedules (SD, GR , TX, PS, EL, and UT) and that all holds and administrative requirements have been satisfied.

A District record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it.

*** PLEASE ASK FOR CLARIFICATION IF A RECORD DOES NOT FALL UNDER A RECORD TITLE OR DESCRIPTION, IT DOES NOT NECESSARILY MEAN IT CAN BE DISPOSED OF***

Texas State Library & Archive Commission (TSLAC)					Record Disposition Log				
Record #	Record Title	Record Description	Retention Period	Remarks	No. of Boxes	Box # on Label	Specific Content (attach addnl doc to work order if necessary)	School Yr of Records	Disp Meth
SD3450-01	CERTIFICATES OF AUTHORITY	Authorizations for persons to act on behalf of a school district in school lunch matters.	Date rescinded or terminated + 5 years.						
SD3450-02	DAILY FOOD SERVICE RECORDS	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	End of program year + 5 years.						
SD3450-03	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS	Inventory records of food and food equipment.	End of program year + 5 years.						
SD3450-04	FREE OR REDUCED-PRICE MEAL RECORDS								
SD3450-04a	FREE OR REDUCED-PRICE MEAL RECORDS	Applications from parents for free or reduced-price breakfasts or lunches, and rosters or lists of eligible students.	End of program year + 5 years.						
SD3450-04b	FREE OR REDUCED-PRICE MEAL RECORDS	Policy statements on free and reduced-price meals.	US + 5 years.						

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SD3450-05	HEALTH INSPECTION REPORTS		End of program year + 5 years.						
SD3450-06	MENU RECORDS	Daily menus and related planning records.	End of program year + 5 years.						

Total No. of Boxes: _____

Retention Period Codes	
AV	As long as Administratively Valuable
CE	Calendar Year End
FE	Fiscal Year End
LA	Life of Asset
US	Until Superseded

Archival Codes	
A	Approval Required before Destruction
D	Destroy at Retention Period End
LF	Import into LaserFiche

Office Use Only	
Records Management Digital Signature:	
RMO Digital Signature:	