Retention and Classification Report

Agency: Box Elder County School District (Utah). Division of School Food Services (2609)
960 S Main
Brigham City, UT 84302
435-734-4800

Records Officer

15202	Annual school lunch and breakfast statistical report
14732	School Food Services Davis County School District packing s
14737	School Food Services Department of Agriculture food usage
14735	School Food Services free and reduced meals policy
14740	School Food Services meal count reports
14738	School Food Services monthly Department of Agriculture foo
14736	School Food Services monthly meals payment report
15201	School Food Services monthly reimbursement claim
14734	School Food Services school lunch agreements
14733	School Food Services student helpers listing
14739	School Food Services verification report

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 15202 3

TITLE: Annual school lunch and breakfast statistical report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Annual statistical report on the school lunch and breakfast programs submitted to the State Child Nutrition Section, used to create the state annual report and to comply with federal requirements. Includes district number; period covered; number of institutions in lunch and breakfast programs; average number of days lunch served; variations in number of days schools served lunch; reduced price charged to students for lunch; total number of reimbursable student lunches claimed (free, reduced, paid); average number of breakfasts served; variations in number of days schools served breakfast; reduced price charge to student for breakfast; total number of reimbursable student breakfasts claimed for regular and especially needy children (free, reduced, paid); title and the reporter's signature. The state's copy (series 12944) is retained "for 3 years after final status report is filed with the U.S. Department of Agriculture" in accordance with 7 CFR 210.23 (1993).

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 15202

TITLE: Annual school lunch and breakfast statistical report

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the district.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14732 3

TITLE: School Food Services Davis County School District packing sheets

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by school.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Packing lists accompanying all food purchases from the Davis School District, used to verify shipments and receipt of food purchases. Includes date, ticket number, page and run numbers, district name, number of boxes delivered, requisition number, original quantity ordered, quantity shipped, still on order, unit (case, bag, can), unit cost, total cost, item number, item description, and totals.

RETENTION:

Retain 1 year and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the food service manager.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14732

TITLE: School Food Services Davis County School District packing sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14737 3

TITLE: School Food Services Department of Agriculture food usage and inventory report

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Report submitted twice a year (June and December) to the Child Nutrition Section, Utah State Office of Education, used to verify usage of U.S. Department of Agriculture (USDA) food indicating what is being used, how fast, and whether usage complies to regulations. Includes program, days in reporting period, report closing date, USDA food received, units on hand, units received for this report period, transfers out of the School Food Authority (SFA), total available for use, amount used this report, adjustment, and new inventory. The state maintains their copy (Series 12970) for 3 years after close of fiscal year to which records pertain and then destroy.

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the School Food Service Coordinator and recommendations from the State Office of Education.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14737

TITLE: School Food Services Department of Agriculture food usage and inventory report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14735 3

TITLE: School Food Services free and reduced meals policy

DATES: 1940-

ARRANGEMENT: Chronological, thereunder alphabetical by school

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Lunch policy on free and reduced meals sent by the Office of Education to all school districts participating in the National School Lunch program for the school year, the district reviews, makes some changes, signs and returns for final approval. Includes policy, date, and authorizing signature. The state's copy is maintained for 3 years after formal status report is filed with U.S. Department of Agriculture in accordance with 7 CFR 210.23(c) (1994).

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Food Services manager.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14735

TITLE: School Food Services free and reduced meals policy

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14740 3

TITLE: School Food Services meal count reports

DATES: 1960-

ARRANGEMENT: Chronological, thereunder alphabetical by school

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Reports submitted to the district School Lunch programs by elementary and secondary schools on meals served. They are used to compile a monthly report to the state Office of Education. Includes date, school, total meals served, number of paid, reduced, free, paid, and adults served.

RETENTION:

Retain 3 years after close of fiscal year to which records pertain and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

APPRAISAL:

Legal

This disposition is based on 7 CFR 250.16(b) (1993), which states to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14740

TITLE: School Food Services meal count reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14738 3

TITLE: School Food Services monthly Department of Agriculture food usage sheet

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by school

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

Monthly inventory of the usage of U.S. Department of Agriculture (USDA) food, listing food totals provided to schools and then submitted to the district school lunch program indicating usage at the end of each month. This sheet is used to compile the Department of Agriculture food usage and inventory report (Series 14737). Includes school name, month and year, USDA food received, amounts, and inventories on hand.

RETENTION:

Retain 3 years after close of fiscal year to which records pertain and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after close of fiscal year to which records pertain and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Legal

This disposition is based on 7 CFR 250.16(b) (1994), which states to retain the records "3 years from the close of the fiscal year to which the records pertain or until resolution of any claim actions and/or audit findings."

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14738

TITLE: School Food Services monthly Department of Agriculture food usage sheet

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14736 3

TITLE: School Food Services monthly meals payment report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Monthly computer report and bank deposit slips on monies collected for meals served during month, which are submitted by the elementary schools to the district business administrator. They are used by the district to reconcile bank deposits. Includes amounts collected from teachers and staff, and number of students with reduced costs, regular students, other adults, and daily and monthly totals.

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the food service coordinator.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14736

TITLE: School Food Services monthly meals payment report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 15201 3

TITLE: School Food Services monthly reimbursement claim

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Monthly claim report on the National School Lunch and Breakfast programs submitted to the State Child Nutrition Section of the Office of Education, used to request reimbursements for free and reduced fee lunches and breakfasts provided to eligible children. Includes program name, agreement number, beginning and ending dates of report; number of sites; attendance factor; statistics for children approved; calculated maximum; meals actually served and meals served to non-public children for free, reduced, and totals; explanations of change from current and previous months for free, reduced, paid, and totals; statement certifying accuracy of report; authorizing signature; date; and report preparer's name. The State's copy (Series 12944) is maintained for 3 years after final status report is filed with the U.S. Department of Agriculture in accordance with 7 CFR 210.23 (1993).

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 15201

TITLE: School Food Services monthly reimbursement claim

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Food Service Coordinator and recommendations from the Office of Education.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14734 3

TITLE: School Food Services school lunch agreements

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Annual agreements between the district and the local Head Start Program and Community Family Partnership Program to provide meals for the children being served by the programs. Includes the agreements containing the meal rates, instruction on pickup, and record keeping requirements.

RETENTION:

Retain 4 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Legal

This disposition is based on the four year statute of limitations for service agreements (UCA 70A-2-725 (1995)).

AGENCY: Box Elder County School District (Utah). Division of School Food Services
SERIES: 14734
TITLE: School Food Services school lunch agreements

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14733 3

TITLE: School Food Services student helpers listing

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Listing of all students assisting with school lunches, used for liability purposes. Includes school name, date, students' names, dates worked, total days, cost of meals, total compensation, and principal's signature.

RETENTION:

Retain 5 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the food service manager.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14739 3

TITLE: School Food Services verification report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Annual report submitted to the Office of Education's Child Nutrition Programs to verify accuracy of income levels and number of children served with free and reduced meals. Includes district name, date, total number of free/reduced price applications on file as of October 1, and a three percent sample of children served, how selection made (computer or random number table), total applications needed for verification purposes, total applications actually verified, total applications with no change in status, total applications changed category, total applications terminated because applicants failed to respond to survey, whether verification completed by December 15, and signature. Summary tracking verification form from each school include application number, head of household selected for verification, whether free or reduced, number of children, indication of any change, date, any comments, totals, signature of verifying official, and dates report completed and submitted to State.

RETENTION:

Retain 3 years and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Box Elder County School District (Utah). Division of School Food Services

SERIES: 14739

TITLE: School Food Services verification report

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district food manager.

PRIMARY CLASSIFICATION:

Public