

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1406 - 11

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 2

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<p><u>FOOD SERVICES AREA:</u></p> <p>This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service department.</p> <p>Changes in record format may not necessarily require change in the retention schedule. However, should the scope and content of the record be altered or modified, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records governed by the retention schedule as indicated:</p> <p>1. <u>ADEQUACY OF DIET SERIES:</u></p> <ul style="list-style-type: none">A. RD CertificationB. Master copy of 5-Week menus for each fiscal yearC. Master copy of 5-Week diet menus for each fiscal yearD. Medical diet ordersE. Memos of religious diets and religious diet requestsF. Food Production worksheets <p>2. <u>GENERAL RECORDS FOR MONITORING FOOD SERVICE SERIES:</u></p> <ul style="list-style-type: none">A. Annual Health Inspection RecordsB. Medical Screening Records - Dietary Staff and Inmate WorkersC. Weekly Sanitation Inspection Reports	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 *Basil B. Day* Asst. Com.
Date Signature Title

JAN. 20 1992 *Edward C. Paperman*
Date State Archivist

Item No.	Description	Retention
	<ul style="list-style-type: none"> 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 	been fulfilled, then destroy.
3.	<p><u>SPECIAL DIETARY RECORDS:</u></p> <p>Reports of audits conducted by person(s) or agencies other than Legislative Audits (MCCS, etc.)</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
4.	<p><u>DIETARY PERSONNEL RECORDS:</u></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 	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
5.	<p><u>DIETARY PURCHASING RECORDS AND FINANCE:</u></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 	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 5

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Food Service

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Food Service Adequacy of Diet Series

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service department.

- A. RD 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 religious diets and religious diet requests

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Food Service General Records for Monitoring Food Service

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. Annual Health Inspection Records
- B. Medical Screening Records - Dietary Staff and Inmate Workers
- C. Weekly Sanitation Inspection Reports

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY) _____

9. VOLUME
NUMBER FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

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NUMBER FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

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 DAILY WEEKLY MONTHLY

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NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

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(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

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20. TELEPHONE NUMBER
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21. DATE
5/11/91

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Food Service Special Dietary Records

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Reports of audits conducted by person(s)
or agencies other than Legislative Audits
(MCCS, etc.)

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER _____ MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

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 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three
(3) years and un-
til all audit re-
quirements have
been fulfilled,
then destroy.

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Food Service Dietary Personnel Records

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. Monthly Dietary Work Schedule
- B. Request for leave forms
- C. Secondary copies of infraction and disciplinary measures on Correctional Officers

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 SOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
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 OTHER(SPECIFY) _____

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

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 DAILY WEEKLY MONTHLY

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NUMBER _____ MONTH(S) YEAR(S)

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(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
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4. RECORD SERIES TITLE
Food Service Dietary Purchasing Records and Finance

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- 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

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
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- FILE DRAWER(S)
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- COMPUTER TAPE(S)
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