

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

E4

Subject: **RECORDS RETENTION AND DISPOSITION**

PURPOSE

The purpose of this procedure is to ensure proper retention and disposition of records.

PROCEDURES

Retention of Records

The State of Florida *General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education* for Food Service Records, Item #153 requires all food service records be retained for five (5) fiscal years.

Disposition of Records

After five (5) years, food service records may be disposed. The Records Disposition Request form ([FM-5592](#)) must be completed to request disposition of food service records. The top portion of the form should be completed with the information relevant to the school site. The form must be signed by a school site administrator. Only one line in the List of Record Series section of the form needs to be completed as follows (see the attached [sample form](#)):

- Schedule Number: GS7
- Item Number: 153
- Title: Food Service Records
- Inclusive Dates: (e.g. 01/01/05 – 06/30/08)
- Volume in Cubic Feet: total number of boxes to be disposed (e.g. 25)

Once the Records Disposition Request form is complete, e-mail the completed form to records@dadeschools.net. After receipt of the Records Disposition Request form, Records and Forms Management will contact the person listed on the form to make arrangements for disposition of the records. You may refer to the [Records Management Page](#) for further guidance.

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

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