

Vice Chancellor for Student Affairs
Formerly Vice President for
Student Affairs
University Center
Food Services

This item 120.01 cancelled see Application 07-12 K item
120.01 02/20/19

120.01 Catering Bill Files (Originals)

Dates: 1987 -
Volume: 66 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

Contents include bills, menus, instructions for room set-ups, rental orders, room diagrams, and customer comments.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

120.02 Retail Food Sanitary Inspection Report (Originals)

Dates: 1982 -
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents used by local/state government agencies to inspect university facilities which prepare/sell food 410 ILCS 620 and 650 (1992 State Bar Edition).

Data include name of establishment, owner/agent, address of establishment, violation listings, temperatures, remarks and recommendations for correction, signature of owner, date, sanitation score, and time in/out. Inspections are accomplished on an annual basis by local and/or state agencies (i.e., Municipal Health departments).

Local Records Commission maintains "Food Service Establishment Inspection Reports" for seven (7) years per items 104 of Application (Sangamon) 84.471. The Department of Public Health maintains "Sanitary Inspection Reports" for two (2) years per item 1 of Application 68-4

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Recommendation: Retain in office for seven (7) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

This item 120.03 cancelled see Application 07-12 K item 170.05 02/20/19

120.03 Food Production and Inventory Records

Dates: 1987-
Volume: 5 GB
Annual Accumulation: 100 MB
Arrangement: Chronological

This record series consists of various forms and reports used by Food Service for ordering and tracking food and non-food items. Forms or record types include food production charts, ledger of food received, inventories, purchase orders, and meal and labor cost analysis reports. These original orders are managed on a food service share drive. Duplicates are managed on the appropriate departmental share drives.

Recommendation: Retain purchase orders and other complimentary fiscal record items for six (6) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

Retain food production charts, ledger of food received, and inventory record items for two (2) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for two (2) years after date of generation, then delete from system.

Retain meal and labor cost analysis reports for five (5) years after date of generation, then delete from system provided all audits have been completed, if

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necessary, and no litigation is pending or anticipated.
Retain duplicates for three (3) years after date of
generation, then delete from system.

Disposition Approved 07/20/16