

Records Inventory Worksheet

Department: **Food Services**

Date Completed: **December 21, 2011**

Time Period **January 2007 to**

Covered: **December 2011**

Completed by: **L. Barefoot**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing Schedules	6 week blocks of schedules for the staff including assignments	Manager's Office	Paper	7 years	Final and Signed	Manager
Equipment Records	Documentation regarding equipment service contracts and maintenance completed.	Manager's Office	Paper	7 Years	Ongoing	Manager
Month end data charges	Month end charges for food services are sent to finance	Manager's Office	Paper & Electronic	5 years	Ongoing	Manager
Temperature Records	Daily logs of temperatures of fridges and freezers	Manager's Office	Paper	5 years	Ongoing	Manager
Public Health Inspection Reports	Public Health inspection reports of the kitchen inspections and corrective actions taken if indicated.	Manager's Office	Paper	5 years	Complete	Manager
Staffing Schedules	8 week blocks of schedules for the staff including assignments	Manager's Office	Paper	7 years	Final and Signed	Manager
Equipment Records	Documentation regarding equipment service contracts and maintenance completed.	Manager's Office	Paper	7 Years	Ongoing	Manager