

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> (To be completed by DGS/Records Management Division)	C1516
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### Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Business Services, Office of Food and Nutrition
Missions Statement/Link to division/unit website	<a href="https://businessservices.bcps.org/departments/business_services_operations/food_and_nutrition_services">https://businessservices.bcps.org/departments/business_services_operations/food_and_nutrition_services</a>

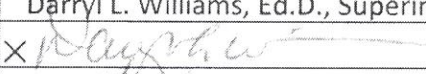
### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	


### Preparer Information

Name of Preparer	Margaret-Ann Howie
Title of Preparer	Records Officer
Preparer Email Address	recordsmanagement@bcps.org
Preparer Telephone Number	443.809.4060
Date	May 14, 2021

### Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	X 
Date	5/21/2021

### State Archivist Approval

State Archivist Signature	
Date	11/30/2021

Baltimore County Public Schools  
6901 N. Charles Street  
Towson, Maryland 21204  
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. 4514

Department **Division of Business Services, Office of Food and Nutrition Services**

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<b>Record Series Title</b>	<b>Child Nutrition Program - Agreements and Applications</b>
Record Series Content	Agreements, master Agreements, policy statements Applications, agency Applications, Community Eligibility Provision (CEP) Applications, Fresh Fruit and Vegetable (FFVP) Applications, Maryland Meals for Achievement (MMFA) Applications, program - Child and Adult Applications, program - School Meals Applications, program - Summer Applications, program - Supper Applications, site
Record Series Function	The function of this records series is to manage and document processes and records of participation in Child Nutrition programs.
Organization/Arrangement	Alphanumeric by Program ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	1
Retention	Retain for 3 years after expiry and until all audit requirements are met and then destroy.
Justification for Permanent	None

Baltimore County Public Schools  
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Department Division of Business Services, Office of Food and Nutrition  
Services

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Record Series Title	Equipment Inventory
Record Series Content	Equipment disposal Equipment repair invoices Equipment transfers
Record Series Function	The function of this records series is to manage and document processes and records of inventories of equipment for food production and services.
Organization/Arrangement	Alphanumeric by Equipment ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	2
Retention	Retain for 3 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None



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RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C156

Department **Division of Business Services, Office of Food and Nutrition Services**

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<b>Record Series Title</b>	<b>Food Services Staff Personnel Files</b>
Record Series Content	Correspondence Employee licensing Employment Evaluations Examination reports Health certificates Personnel action forms Resignations School assignments Supervisor's reports
Record Series Function	The function of this records series is to manage and document processes and records of certification of school kitchen's cleanliness standards, and licenses of employees.
Organization/Arrangement	Alphanumeric by Employee ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL)
	Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	3
Retention	Retain for 3 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None

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Department Division of Business Services, Office of Food and Nutrition Services

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<b>Record Series Title</b>	<b>Menu, Production and Food Safety</b>
Record Series Content	Hazardous Analysis and Critical Control Points (HACCP) logs Health department inspection records Menus Nutritional analysis records Production records
Record Series Function	The function of this records series is to manage and document processes and records of safety and health inspections, and reports on the amount and types of food used for student meals.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	4
Retention	Retain for 3 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None

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<b>Record Series Title</b>	<b>Orders for Food, Supplies and Smallware's</b>
Record Series Content	Inventory sheets Receipts and bills of lading Requisitions and purchase orders
Record Series Function	The function of this records series is to manage and document processes and records of procurement of food, supply and non-capitalized equipment.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	5
Retention	Retain for 3 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None



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<b>Record Series Title</b>	<b>School Cafeteria Records</b>
Record Series Content	Café Forms and Reports Cash records Daily logs and reports Sales records
Record Series Function	The function of this records series is track sales, daily cash records and other cafeteria related records.
Organization/Arrangement	Chronological by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	6
Retention	Retain for 7 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None

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<b>Record Series Title</b>	<b>USDA Commodity Records</b>
Record Series Content	Receipts Reconciliations
Record Series Function	The function of this records series is to manage and document processes and records of the National School Lunch and Breakfast Programs, reference material and documentation of the number of meals sold at each kitchen/food outlet, and numbers of students served under the Free and Reduced Meal Students (FARMS) Program. Covers breakfast, summer, after-school, and lunch.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	Cockeysville Warehouse, 101 Alt Road, Cockeysville, Maryland 21230
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	7
Retention	Retain for 3 years plus current year and until all audit requirements are met and then destroy.
Justification for Permanent	None