

Carrollton - Farmers Branch ISD Amended Control Sub-Schedule		Date: 04 Dec 2006	Kristie Keesee	
Sub-Schedule: Student Nutrition		ID: CFB-03	Carrollton TX 75011	Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments	

1000-26 GR	<p>CORRESPONDENCE AND INTERNAL MEMORANDA (includes incoming and copies of outgoing correspondence and internal correspondence and memoranda).</p> <p><i>Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number 1025-01 (e); a letter concerning a workers compensation claim should be retained for the period given under item number 1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.</i></p>		
	a) Policy and program development - Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government.	5 years.	Review before disposal; some correspondence of this type may merit permanent retention for historical reasons.
	b) Administrative - Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government.	2 years.	
	c) Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.	AV	Exempt from destruction request requirement.
1025-26 GR	<p>ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS - Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses, except</p>	FE of date of payment + 7 years for school districts; + 3 years for other governments.	
	a) Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets if capital asset documentation of the type noted under item number 1025-05(a) is not created.	FE of date of disposal + 7 years for school districts; + 3 years for other governments.	

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	b) Fund transmittal reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts), to retirement systems, or to other entities if the funds are collected in whole or in part on behalf of other agencies or individuals (e.g., retirement deductions of employees), except those accompanying the transmittal of federal and state payroll and unemployment taxes [see item number 1050-53(b)].	FE of period covered by report + 3 years.	
1025-27 GR	ACCOUNTS RECEIVABLE RECORDS - Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records that serve to document money owed to or received by local government and its collection or receipt except	FE of date of receipt + 7 years for school districts; + 3 years for other governments.	
	a) Accounts receivable records documenting the receipt of any monies by any local government other than a school district that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).	Remittance due date + 7 years for school districts; + 5 years for other governments.	
	b) Account card or similar record documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.	FE of date of final payment and release of lien + 3 years.	
	c) Account card of similar record relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).	FE of termination of service or refund of deposit + 3 years.	
	d) Records of accounts deemed uncollectable, including write-off authorizations.	FE of write-off date + 7 years for school districts; + 3 years for other governments.	
	<i>Retention Note: for accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX.</i>		
1025-28 GR	BANKING RECORDS - Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc.	FE + 7 years for school districts; + 5 years for other governments.	
3450-02 SD	DAILY FOOD SERVICE RECORDS - Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
3450-03 SD	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS	FE + 5 years.	

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3450-04 SD	FREE OR REDUCED-PRICE MEAL RECORDS		
	a) Applications from parents for free or reduced-price breakfasts or lunches.	FE + 5 years.	
	b) Rosters or lists of eligible students.	FE + 5 years.	
	c) Policy statements on free and reduced-price meals.	US + 5 years.	
3450-05 SD	HEALTH INSPECTION REPORTS	3 years.	
3450-06 SD	MENU RECORDS		
	a) Menu planning records.	AV	Exempt from destruction request requirement.
	b) Daily menus.	5 years.	