

**FOOD SERVICE HOUSING BUSINESS
SERVICE**

550.01 Employee Time Cards (Originals)

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

Central documentation of fringe benefits accruing from employee time and attendance is maintained by the Office of Personnel Services.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.02 Time and Attendance Records - Cumulative Reports and Leave Authorization Forms (Originals & Duplicates)

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

Central documentation of fringe benefits accruing from employee time and attendance is maintained by the Office of Personnel Services.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.03 Personnel Files (Duplicates)

Dates: 1976 -
Volume: 2½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These are the office's personnel files covering civil service employees and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, hiring authorizations, and letters or forms documenting employee separation. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work & Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment is SIU-Carbondale respectively.

Recommendation: Retain in office for three (3) years after separation and/or the last term of enrollment in SIU-C, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.04 Food Production and Inventory Control Records (Originals and Duplicates)

Dates: 1970 -
Volume: 18½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series contains the various forms and reports used by the Food Service Office to track food acquisition and inventories. Forms or record types included within the file are food production charts, ledger of food received, monthly inventory, monthly meal and labor cost analyses, equipment purchase file, meal counts, meat from records, ice cream room records, and snack bar records.

Recommendation: Retain all record series documents (with the exception of the monthly meal and labor cost analyses and the equipment purchase files) in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain the monthly meal and labor cost analyses in office for five (5) years, the yearly meal and labor cost analysis for ten (10) years and the equipment purchase files in office for twenty (20) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.05 Meal Ticket Transfer Records (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and by resident

Recommendation: Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.06 Vali-Dine Reports (Originals)

Dates: 1991 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.