

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-129.00.11	DATE RECEIVED 1-20-2000
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES		DATE 6-26-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
3 MINOR SUBDIVISION (SEE ATTACHED)			
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254		
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 01/10/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)



## **Federal Bureau of Prisons: Record Group 129**

### **Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)**

#### **FOOD SERVICE PROGRAM**

Program Statement 4700.04 delineates the record series created and specifies their retention, at federal correctional facilities, regional offices and central office level.

**1. FOOD SERVICES MENUS AND PLANS**

Food menu plans for daily, weekly as-served, and 35-day planning cycle. These menus and plans are based on Dietary Guidelines such as the Food Guide Pyramid and also include specific requirement for holiday schedule and medical diet menus. Files are separated by time intervals (daily, weekly, and 35-day cycles), and by medical diet requirements.

**Disposition:** *Temporary. Destroy when 2 years old*

**2. MONTHLY NUTRITION REPORTS**

Detailed monthly reports which shows the average pounds of food consumed per person on a daily, monthly and yearly basis.

**Disposition:** *Temporary. Destroy when 1 year old*

**3. FOOD SERVICE MONTHLY STAFF MEETING MINUTES**

Listing of issues discussed during monthly meetings of the food service staff.

**Disposition:** *Temporary. Destroy when 1 year old*

**4. SURVEY REPORTS**

Food Service Dept. reports of broken or worn out tools/utensils and knives, which may have a custodial hazard potential, and will be scheduled for disposal and replacement.

**Disposition:** *Temporary. Destroy when 2 years old*

**5. JOB EFFICIENCY TRAINING REPORTS**

Monthly reports on the content and issues discussed during safety lectures.

**Disposition:** *Temporary. Destroy when 1 year old*



**6. MINOR WORK REQUESTS**

Requests for various types of work order issued by staff at the institution.

**Disposition:** *Temporary. Destroy when 1 year old.*

**7. STOREHOUSE REQUISITION**

Requests by the food service on projected needs of resources, based on calculations from recipe cards, to control the use of edible/non-edible supplies from the warehouse.

**Disposition:** *Temporary. Destroy when 1 year old.*

**8. FORMAL SANITATION INSPECTION FORM**

Forms filled on a daily basis by the Assistant Food Service Administrator to ensure compliance and follow up on any discrepancies pertaining to safety and sanitation policies.

**Disposition:** *Temporary. Destroy when 90 days old.*

**9. BUDGET AND RATION REQUIREMENTS**

Guidance documents for the monitoring and maintenance of warehouse food inventory levels.

**Disposition:** *Temporary. Destroy when 1 year old.*

**10. BUS/AIR LUNCH RECEIPT (BP-100)**

Record of cost of meals served on Bus or Air trips for later reimbursement.

**Disposition:** *Temporary. Destroy when 1 year old.*

**11. TEMPERATURE LOG**

Temperature log to ensure adherence with cooking temperature guidelines.

**Disposition:** *Temporary Destroy when 30 days old*

**12. NUTRITIONAL ANALYSES**

Evaluation documents of the master cycle menus to ensure meals are nutritionally adequate.

**Disposition:** *Temporary. Destroy when 2 years old.*

**13. ELECTRONIC MAIL AND WORD PROCESSING RECORDS**

**Disposition:** *Temporary Delete after recordkeeping copy has been produced*