**Dining Services**

Vail Commons is the primary student dining facility. The responsibilities of Dining

Services include planning, purchasing, preparation, and serving of student meals,

campus catering for departments, offices, and groups, and coordinating with

other student dining areas, including Wildcat Den and the Union Cafe. In addition

meals are provided for students in the infirmary and catering is available for some

off- campus business or community groups. Dining services operates with 46 fulltime employees, 8 managers, a part-time dietitian, and student workers.

**Retention Schedule**

**Administrative Files.** Records concerning the administration of office. Files may

include reports, correspondence, health inspection forms, inventories, and other

related records.

Disposition Instructions: Destroy in office after 2 years or when reference

value ends, whichever is later.

**Billing.** Records for charges to departments and reference copies of purchase

orders. Files include logs of catering charges, copies of bills and purchase orders

sent to Controller's Office, and copies of interdepartmental transfers or bills of

charges to campus offices.

Disposition Instructions: Destroy in office after 2 years.

**Contracts.** Copies of contracts with food and produce companies.

Disposition Instructions: Destroy in office 3 years after termination of

agreement/contract if no litigation, claim, audit or other official action

involving the records has been initiated. If official action has been initiated,

destroy in office after completion of action and resolution of issues

involved.

**Menu Planning.** Records concerning menu planning for student meals. Records

are maintained in a computer database using C-BORD software. Database

includes menus, recipes, buying projections and cost projections. Printed copies

of weekly meal menus are issued to students and campus offices.

Disposition Instructions: Destroy in office when reference value ends.

**Payroll.** Records created for reporting payroll activity to Controller's Office.

Records include time cards, employee sheets (with vacation, sick leave, etc.

accruals), and printed reports sent to Controller's Office. Records are maintained

primarily in a computer database using Kronos Time System. Backup kept for 2

weeks..

Disposition Instructions: Time cards: Destroy after 2 years and when

posted to applicable retirement plan and when released from all audits,

whichever occurs later. NOTE: Eligible for inactive storage. Punch Detail

Report: Maintained in office, destroy when superseded or reference value

ends. Computer files: Maintain tape backup for 1 year previous only.

**Planning Files.** Working records for special events. Files include

correspondence, memorandum, menu plans, billing and expense projections, and

other related records.

Disposition Instructions: Destroy in office when superseded or reference

value ends.