

# School monthly meals served report (GRS-1540)

## Utah General Retention Schedule

### Description

This is a monthly report of all meals served. Copies of the report are submitted to the district's food service manager. The reports include date, daily number of meals paid, number of reduced meals served, number of free meals served, total meals served to children, number of meals served to adults, paid meals, total meals, total enrollment, monthly totals, and total dollar values.

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

### Categories

Education

### Effective

06/1999

### Previous Schedule Number

SD-19-32