

# Food production record sheet (GRS-2137)

## Utah General Retention Schedule

### Description

This sheet is prepared daily by the school food service for all meals served. It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

School District

Elementary School

### Effective

06/1994

### Previous Schedule Number

SD-1(94)-16