

<b>Category:</b>  <b>5000 BUSINESS</b>	<b>Policy Number:</b>  <b>5720</b>
<b>Policy Title:</b>  <b>FOOD SERVICE - RECORDS</b>	<b>Effective Date:</b>  <b>January 16, 2008</b>
<p><b><u>Records and Receipts</u></b></p> <p><b>It shall be the policy of the district to maintain full and accurate records and receipts of its food service program, as required by local, State and federal regulations, to serve as a basis for claims for reimbursement and for all audit and review purposes.</b></p> <p><b>Custodians of records must ensure that information in confidential or privacy-protected records are protected from unauthorized disclosure.</b></p> <p><b>All such records must be retained for the prescribed state and/or federal retention period.</b></p> <p><b>Reference: Policy 5410, "Food Service - Management"</b>  <b>Policy 5420, "Food Service - School Hot Lunch Program/Free &amp; Reduced Meals"</b></p> <p><b>Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</b></p>	