

Auxiliary Services - Food Service

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative Files, routine	purchase orders for routine purchases, travel vouchers, time sheets, leave applications, training files, copies of budget working papers	A	0	A	
2	Budget Spreadsheet	Spreadsheet used to keep track of vouchers used in the café	*P	0	*P	
3	Budget Data	Data about voucher use kept in the budget spreadsheet	4 years	0	4 years	
4	Museum café cash register tapes, volunteer charges, and credit card receipts		Current quarter	7	7	