

Vice Chancellor for Student Affairs
Morris University Center
Event Services

280.01 Catering Bill Files (Originals)

Dates: 1987-
Volume: 66 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series consists of catering files, including bills, menus, instructions for room set-ups, rental orders, room diagrams, and customer comments.

This item supersedes State Records Application No. 07-12, item 120.01, in order to move it to the Event Services Section from the Food Services Section, and to include a transactional event trigger in the retention, per agency request. (No change to the overall length of the retention period is proposed.)

Recommendation: Retain for six (6) years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/20/19