



## Catering, Staff Affiliates & Gift Centre

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.SSS106	Catering	Records documenting the activities associated with catering, such as Letter of Intent/Reservation, Catering Delivery Request. and rooms reservation.	C+5	D		FCAS/SSS	See RCUN204 for contract management.
CAS.SSS107	Staff affiliates	ID's, background checks, ID forms	C+1			FCAS/SSS	
CAS.SSS108	Gift Centre	Records documenting activities associated with managing the gift centre such as inventories, product notifications. <b>Special Note:</b> Monthly sale reports are managed in UMOJA.	T+1			FCAS/SSS	T- contract expires
Retention codes:	C=Current Year; T=Termination or completion of programme or project						
Disposition codes:	A=Review for Archival (permanent); D=Destroy						