



## Records Retention Schedule

### Records Categories

*Click on Category for Quick Link to Schedule*

Accounting, Tax & Finance

Administration & Audit

Commercial Activity

Compliance, Corporate Governance & Treasury

DC Operations

Facilities & Property

Food Safety & Quality

Health, Safety & Environment

Human Resources

Information Technology

Risk Management

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
ATF	235	Accounting, Tax & Finance	Abandoned & Unclaimed Property	Records relating to the escheatment process regarding unclaimed property. Includes property reports, returns and related work papers.	<ul style="list-style-type: none"> <li>*Outstanding Check Lists</li> <li>*Reports of Unclaimed Property to States</li> </ul>	Active +10; Pennsylvania Active +15
ATF	2	Accounting, Tax & Finance	Accounts Payable	Accounts payable records related to financial obligation, payments, and purchase verification of goods, and services. Includes proof of payment, adjustments, receipts, and related documents.	<ul style="list-style-type: none"> <li>*AP Adjustments</li> <li>*Cash Disbursements</li> <li>*Check Log</li> <li>*Check Requests</li> <li>*Credit Card Statements</li> <li>*Donations</li> <li>*Educational Assistance Payments</li> <li>*Employee Relocation Payments</li> <li>*Freight Bills</li> <li>*Fuel Purchase Invoices</li> <li>*Payment Authorizations</li> <li>*Petty Cash</li> <li>*Toll Receipts</li> </ul>	Current Year +7
ATF	3	Accounting, Tax & Finance	Accounts Receivable	Records of the collection transaction history. Includes proof of payment, adjustments, notes receivable, copies of checks, remittance advice, cash discount recognition, debit memos, cash application, price, reports, and related documents. Driver Trip Manifests show each individual stop, payment methods and amounts.	<ul style="list-style-type: none"> <li>*AR Aging</li> <li>*AR Daily Work</li> <li>*Bad Debt Write-Off</li> <li>*Cash &amp; Carry Cash Register Receipts</li> <li>*Chefs Store Cash Register Receipts</li> <li>*Customer Bankruptcy</li> <li>*Customer Invoices (including Will Calls)</li> <li>*Customer Payments/Deposits</li> <li>*Customer Refunds</li> <li>*Customer Returns &amp; Refusals</li> <li>*Customer Statements</li> <li>*Debit &amp; Credit Memos</li> <li>*Driver Collections</li> <li>*Driver Exception Delivery Document (EDD)</li> <li>*Driver Trip Manifests w/Finance info</li> <li>*Lock Box Records</li> <li>*Notes Receivables</li> </ul>	Current Year +7
ATF	50	Accounting, Tax & Finance	Budgets, Forecasts & Strategic Plans	Records related to the preparation of the annual corporate budget including interim in-year budgets. Data used to project future financial growth and investment strategies. Information pertaining to corporate strategy and direction, including competitive intelligence and trends. Includes analysis, projections, and trends. Includes actual versus budget comparisons, authorization of operating expenses, expenditure requests, associated reports, and supporting detail.	<ul style="list-style-type: none"> <li>*5-Year Plans</li> <li>*Actuals vs. Budget Comparisons</li> <li>*Budget Work papers</li> <li>*Business Plans</li> <li>*Capital Budgets</li> <li>*Final Budget</li> <li>*Financial Forecasts</li> <li>*Financial Plans &amp; Strategies</li> <li>*Long Range Plan</li> <li>*Operating Budgets (AOP)</li> <li>*Strategic Plans</li> </ul>	Active +3

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
ATF	284	Accounting, Tax & Finance	Credits and Incentives	Records relating to tax credits and incentives allowing the Company to subtract the amount of credit accrued from the total owed in a given year. Includes calculations based on service and supplier contracts.	*Credit/Incentive Claim Forms *IRS Correspondence Regarding Incentives/Credits	Active +7
ATF	52	Accounting, Tax & Finance	Financial Statements - Year End	Records stating the yearend financial condition of the company. Includes reports, and background information submitted to external auditors and government agencies such as the Internal Revenue Service (IRS).	*Certified Annual Financial Statement *Year End Income Statements *Profit and Loss Statements	Current Year +10
ATF	27	Accounting, Tax & Finance	Fixed Assets	Records documenting expenses associated with the purchase, sale, improvement, and transaction of capital property, and equipment. Includes capital gain or loss statements, location, and value.	*Amortization Schedules *Capital Property Acquisition *Capital Property Inventory *Capital Requisition/Expenditure Request *Computer Hardware Purchases (Capital) *Depreciation Schedules *Fixed Asset Reports *Property Valuation	Life of Asset +7
ATF	4	Accounting, Tax & Finance	General Accounting	Financial records and reports not covered elsewhere in the schedule. Records that transfer charges between accounts and summarize account information. Also includes monthly and quarterly reports stating the financial condition of the organization. See CCT #47 for Banking Files See ATF #52 for Yr End Finance Statement	*1099 Forms *Account Reconciliations *Accounting/Financial Reports *Balance Sheets *Finance Manager's Reports/Files *Financial Statement - monthly & quarterly *Flash Reports *Intercompany Transfers *Journal Entries *Month End Close *Reconciliation Reports *Trial Balances	Active +7
ATF	13	Accounting, Tax & Finance	General Ledger	Record documenting financial transactions, revenue, expenses, balances, assets, and liabilities. Includes ledgers and sub-ledgers. The general ledger data is used to create the Company's financial statements.	*Chart of Accounts for General Ledger *General Ledger details	Current Year +10
ATF	245	Accounting, Tax & Finance	Income Tax Returns	Final federal, state and local tax returns.	*Income Tax Returns & Work papers *Year End Tax Provision Work papers	Permanent
ATF	246	Accounting, Tax & Finance	Indirect Tax Return Files	Records documenting tax returns and payments for state & local income taxes, excise, personal property, real property, unclaimed property, business licenses, egg tax, sales and use, franchise, and motor vehicle fuel taxes. See ATF #192 - Payroll Backup & History for payroll employment tax.	*Excise Taxes & Returns *Heavy Vehicle Use Tax (2290) *International Fuel Tax Return - IFTA *Personal Property Taxes *Real Property Taxes *Sales Tax License *Sales/Use Taxes *Withholding Certificates (W-4)	Active +10

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
ATF	218	Accounting, Tax & Finance	Inventory Control	Reports documenting the physical inventory of products stored within the warehouse. Includes date checks, quality control, and reports. Also includes listings of dumps and damages.	*Cycle Counts *Dump & Damage Inventory Reports *Inventory Adjustments *Inventory Transaction Summaries *Over, Shorts & Damages *Physical Inventory Reports *Spoilage	Active +7
ATF	192	Accounting, Tax & Finance	Payroll Backup & History	Records documenting employee wages and withholdings, payroll discrepancies including employee names, employment periods, calculations, overtime, final check amounts, and related information. Includes taxes withheld, paid and reported to government agencies. Includes Payroll Register and all payroll records in Kronos system.	*Absences *Bonus Payments *Commission Statements & Payments *Daily Leave Slips *Driver Pay Sheets *Driver Route Sheets for Payroll *Garnishments *Incentive Payments *Off Cycle Check Requests *Payroll Checks *Payroll Deductions *Payroll Register *Payroll Taxes *Pay Reversals *PeopleSoft Payroll System *Sick Leave *Tax Statements *Timekeeping and Time Sheets *Vacation *W-2 Forms *W-4 Forms	Current Year +7
ATF	247	Accounting, Tax & Finance	Sales & Use Tax Exemption Certificates	Certificates from customers showing exemption from sales and use taxes.	*Sales Tax Exemptions *Tax Exempt Certificates	Permanent
ATF	163	Accounting, Tax & Finance	State Mileage & Fuel Usages	Information received from trip reports and other source documents summarized by vehicle miles and fuel purchased for each state. Records document the date of fuel sale, sellers name and address, number of gallons, total cost of fuel, price per gallon, type of fuel, company unit number or vehicle license plate number and state, preprinted invoices number and driver's signature.	*Fuel Logs *Fuel Receipts *Fuel Reports *Fuel Tax Reports *Fuel Tickets *Fuel Usage & Mileage Reports *International Fuel Tax Agmt (IFTA) files	Active +5
ATF	237	Accounting, Tax & Finance	Tax Audits	Tax audits conducted by the IRS, state, cities, and county governments. Audit reports contain income tax audit findings, conclusions, and agreements.	*Carry Back *Tax Audit Findings & Resolutions	Current Year +7
ATF	242	Accounting, Tax & Finance	Tax Protests, Claims, Appeals & Refunds	Records related to protests, appeals and claims for refunds for taxes paid.	*Federal Off Highway Refund Claims *Tax Appeals *Tax Protests *Tax Refund Claims	Active +7
ATF	285	Accounting, Tax & Finance	Travel and Expense Reports	Reports documenting business expenses incurred during the performance of an employee's job duties.	*Employee Expense Reports	Active +7

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
AA	15	Administration & Audit	Administration Planning & Management	<p>Records accumulated by business units that relate to internal administration or housekeeping activities. In general, these records relate to office organization, staffing, communications, and day- to-day administration of business unit personnel. Records may include service requests, routine meetings, work in progress, statistical and narrative reports of internal department or division activities which do not serve as unique documentation of programs or operations. Also, ad-hoc documentation and notes related to various short-term projects that do not fit into any other retention schedule category. Does not include Safety Meetings. See HSE #86 for Safety Meetings.</p> <p>These records do not set policy, establish guidelines or procedures or certify a transaction or become a receipt.</p> <p>Excludes working files that contain original documents or notes included elsewhere in the Records Retention Schedule.</p>	<ul style="list-style-type: none"> <li>*Calendar</li> <li>*Computer Support tickets</li> <li>*External Seminars &amp; Conferences</li> <li>*General Inquiries</li> <li>*Internal HACCP Meeting Minutes</li> <li>*Internal Presentations</li> <li>*Internal Service Requests</li> <li>*Meeting Minutes</li> <li>*Notes</li> <li>*Office Space Allocation Documents</li> <li>*Office Supply Requisitions</li> <li>*Personal Logs (GET log, etc.)</li> <li>*Postal Operations</li> <li>*Project documentations</li> <li>*Quarterly Reviews</li> <li>*Routine Work papers</li> <li>*Surveys</li> </ul>	Active +1
AA	45	Administration & Audit	External Audits	<p>Audit records, with supporting work papers, performed by outside firms (3rd party). Includes revenue reviews, replies, and exceptions; memoranda and correspondence, and final audit report. Does NOT include FSQA Audits - See 179..</p>	<ul style="list-style-type: none"> <li>*Accounting/Financial Audits</li> <li>*Certification Audits</li> <li>*Customer Audits</li> <li>*Facility Audits</li> <li>*Federal Regulatory Audit Inspections</li> <li>*Plant Audit Results - Customer &amp; 3rd Party</li> <li>*Vendor Audit Reports</li> </ul>	Active +7
AA	24	Administration & Audit	Internal Audits	<p>Records documenting internal financial and operational audits conducted to improve business process and compliance. Includes understanding business processes, identifying business risks, internal controls, performance gaps, surveys, recommendations and remediation plans. Does NOT include FSQA Audits - See 179.</p>	<ul style="list-style-type: none"> <li>*Audit Services Reports</li> <li>*Audit Surveys</li> <li>*Audit Work papers</li> <li>*Corrective Actions</li> <li>*Environmental Audits</li> <li>*Financial Systems Audits</li> <li>*Insurance Audits</li> <li>*Internal Audits &amp; Corrective Actions</li> <li>*Internal Payroll Audits</li> <li>*Risk Analysis Audits</li> </ul>	Active +5

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
AA	173	Administration & Audit	Procedures & Plans	Procedures and plans detailing tasks and processes completed in a uniform manner supporting business operations and ensuring compliance with regulations. Any emergency action and contingency plans in response to natural disasters, chemical release, and community right to know for worse case scenarios. Also includes plans developed to prevent and minimize the consequences of accidental releases of certain hazardous chemicals (i.e. ammonia) that could harm public health and the environment. Includes modification requests and supporting documentation. See HSE #272 for documents related to Emergency Plans and Responses.	*Disaster Recovery Plan *Environmental Procedures Manual *HACCP Plans *HACCP Corrective Action Plans *HACCP Reassessment Plan *Hazard Analysis Documentation *MOC - Management of Change Plan *Procedures Manuals *Process Safety Management Plan *Sanitation Plan *Security Plans & Procedures *SOP - Standard Operating Procedures *SSOP *Work Flow Processes	3 Years After Superseded
AA	55	Administration & Audit	SOX - Sarbanes Oxley Audits	SOX reports completed for audit documentation for invoices, returns, inventory, maintenance, labor and attendance. This documents the division's compliance testing results, action implementation and management approval. Includes internal control plans, status reports, IT financial systems security logs and Information Technology general computer controls.	*BIN 2003 *SACM 1000 *Signed SOX Documentation *SOX Audits *SOX Filings *SOX Reports	Active +7
CA	146	Commercial Activity	Advertising	Records documenting Company advertising campaigns for products and services. Includes both corporate and local advertising initiatives, trade ads and advertising plans.	*Flyers *Magazine Ads (Company & Trade) *Retail Store Ads *Sponsorships *Pricing Data *Company Publicity	Active +6
CA	147	Commercial Activity	Bids & Proposals to Customers	Records documenting bids for national and locally managed account. Includes proposals, quotations with terms and conditions for Company products.	*Customer Bids *School Bids *DOD Bids *Bonds	Successful Active +10; Unsuccessful Active +5
CA	223	Commercial Activity	Category & Procurement Management	Records documenting planning, sourcing, supplier and contract management for goods. Includes negotiated purchase allowances.	*New Item Requests *Procurement Department Analysis Files *Supplier Annual Reports *Supplier Brochures *Supplier Price Catalogs *Supplier Pricing *Supplier/Vendor Files	3
CA	152	Commercial Activity	Customer Data	Customer records retained by Sales and/or Marketing documenting customer orders, and pricing. Includes customer reporting, trends and forecasting. Some information is maintained in the Merlin system.	*Customer Activity Reports *Customer Books *Customer Catalogs *Customer Data Warehouse *Customer Files *Customer Pricing *Order Guides *Sales Orders *Sales Reports *Usage Reports	7

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CA	150	Commercial Activity	Customer Relationship	Customer service complaints recorded in the Save our Sales (SOS) system which are sent to a specific division group for resolution. The focus is to retain the customer. Includes results of the customer satisfaction survey.	*Customer Complaints & Resolutions *Customer Feedback *Customer Satisfaction Surveys *Customer Support Services	3
CA	153	Commercial Activity	Imports & Exports	Records documenting the export and import of goods from and to the United States which includes the nature of the goods, their value and their destination.	*Customs Documentation *Export Sales Documentation *Import & Export Application *Import & Export Licenses *NAFTA Certificates *Border Control Documentation *Pro Forma Invoices	Active +5
CA	156	Commercial Activity	Marketing Plan, Promotions & Research	Documentation to support decisions for Marketing Plans and future Marketing Promotions. Also includes information obtained through marketing surveys or outside agencies used to formulate marketing strategies and plans.	*Consumer Research *Market Surveys *Marketing Files *Marketing Plans *Marketing Programs *Marketing Promotions *Marketing Research *Net Promoter Score Data *Sales Promotions	3
CA	214	Commercial Activity	Purchasing Records (Non-Trade)	Records documenting the indirect spend procurement activities such as planning, sourcing, purchasing transaction, supplier and contract management for goods and services (items not for resale). Includes, specifications, evaluations, and negotiations.	*Request for Information (RFI) *Request for Proposal (RFP) *Request for Quote (RFQ) *Responses from Suppliers *Supplier Awards Documentation	Active +7
CA	221	Commercial Activity	Receiving & Order Confirmations	Records related to the receipt of products purchased from vendors that are sold to customers. Receiving documents are matched with purchase order and the invoice to verify that all goods have been received before payment occurs	*Bill of Lading *Order Acknowledgements *Order Confirmations *Product Receipt Documentation *Receivers *Receiving Reports *Tally Sheets *Supplier Packing Sheets	7
CA	217	Commercial Activity	Replenishment & Drop Ship Documentation	Records documenting the replenishment of warehouse product stock. Buyers place orders with the selected vendor group identified by category management and sales. Includes pricing, quantity, and forecasting based on demand. Includes drop ship information where product is delivered directly to the customer from the vendor. PRISM is the main database system which contains purchasing, costing, service level, vendor freight, and forecasting data. AWR and SCPO are forecasting systems.	*AWR system *Drop Ship Orders *Freight Charges for Replenishments *PRISM system *SCPO system *Special Price Lists from Vendors	7

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
CA	7	Commercial Activity	SIS/CAS - Sales Incentives	SIS & CAS Program Billings with bill back deviations for accounts receivables and payables. This system calculates vendor purchases and customer sales agreements, and the invoice amount with bulk purchase discounts.	*Allowance Tracking *Bill back Deviations *Contract Accounting Deviations *Purchased Based SIS/CAS documentation *Sales Based SIS/CAS documentation *Special Billing *Rebates for Volume Purchases & Sales *Customer Rebates -	7
CA	154	Commercial Activity	Trade Shows	Records related to promotion, planning and attendance at various company sponsored venues and food shows.	*Brochures *Handouts *Invitations	1
CA	230	Commercial Activity	Vendor Remedy Cases	Resolution of the price and/or quantity discrepancies between USF PO's and the actual charges for the products received from the vendor after their invoice has been sent to Tempe for processing.	*Discrepancy Findings *Match Pay Document Errors & Exceptions *Order Short Logs for Vendor Shipments *Vendor Remedy Cases *Vendor Settlement Statements	Active +10
CA	282	Commercial Activity	Vendor/ Supplier Records (Trade)	Records related to ongoing arrangements with trade vendor/suppliers. Includes vendor set-up and vendor performance tracking. New vendor processing documents are used to set up vendors in accounts payable system. This includes documents required to ensure compliance with laws, policies, procedures, rules and regulations for payments to outside parties. Includes complaints and responses.	*Remittance Address *Vendor Direct Deposit Data *Vendor Information Sheet *Vendor Maintenance *Vendor Performance Tracking *Vendor Proof of Insurance *W-9 Form *Scorecards/Feedback *Complaints *Contracts & Agreements *Purchase Order *Certificates of Insurance	Active +10
CCT	47	Compliance, Corporate Governance & Treasury	Banking	Records related to setup, management, analysis and reconciliation of company bank accounts. These records support the monthly account reconciliation process, analysis, bank processing records, debit of cash from the corporate account, and wire transfer notifications. Does NOT include customer payment/deposits. See ATF #3 - Accounts Receivable for "Customer Payments/Deposits"	*Cancelled Checks *Cashbooks *Check Registers *Voided Checks	Active +7
CCT	277	Compliance, Corporate Governance & Treasury	Check-In Line Data	Records documenting reports by employees of unethical or illegal activity, Code of Conduct violations and other concerns at work to a 3rd party vendor. Summary reports are provided to the General Counsel, executive committee and internal audit. Check-in data is used for trending and loss, and for a snap shot of division activity.		6



DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
CCT	286	Compliance, Corporate Governance & Treasury	Closing Binders	Transactional closing records for successful mergers, acquisitions, dispositions and debt financings.	*Closing Binders	Date of Transaction +20
CCT	135	Compliance, Corporate Governance & Treasury	Contracts & Agreements	Corporate and division contracts and agreements documenting obligations between the Company and outside parties for materials, goods, products, services and rights for a specified cost and period of time. Includes term and conditions, employment, labor, sales, services, purchases, operations, construction, maintenance, business classification, products, goods and services; partnerships; federal, state and local government; software licensing for applications, system hardware and software. Also includes real estate property leases.	*Computer Hardware/Software Agreement *Contract Amendments *Employment Contracts *Equipment Leases *Government Contracts/Agreements *Licensing Agreements *Master Services Agreements *Non-Disclosure Agreement *Power of Attorney *Property Leases & Abstracts *Property Sublease Information *Purchase & Sale Agreements *Warranty Agreements	Expiration + 10
CCT	208	Compliance, Corporate Governance & Treasury	Corporate Communications	Bulletins, articles, and other data used to communicate with the internal and external audiences about the Company's activities. Includes corporate Face to Face meetings and Government Relations.	*Community Relations/Communications *Employee Communications *External/Internal Publications *Face to Face Meeting Data *Government Relations *Publicity Events	1
CCT	121	Compliance, Corporate Governance & Treasury	Corporate Organizational Documents	Records documenting the creation and authorization to do business of a legal entity that may include partnership agreements, foreign qualifications or authorizations to do business in other states and other similar documents that authorize the Company to perform its business activities as required by State and Federal regulators. Records relating to meetings of the Corporate Board and Board committees, including notices, agendas, attendees, minutes and formal documentation of written consents. Does NOT include informational or reference materials distributed at meetings. Records documenting stock and shareholder activities including lists, reports, dividend payments, and general information.	*Articles of Incorporation *Certificates of Incorporation *Certificates of Authority *Bylaws *Amendments *Corporate Seal *Board of Director Committee Meetings *Board of Director Meeting Notices	Permanent
CCT	37	Compliance, Corporate Governance & Treasury	Corporate Policy and Governance	Guiding principles, policies, and rules instituted to protect employees and Company assets and which govern decision making to ensure uniformity and compliance of business conduct.	*Code of Conduct *Company Directives *GET Policy *Human Resources Policies *PolicyTech *Policy Governance Policy	Active +5

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
CCT	40	Compliance, Corporate Governance & Treasury	Credit Agency Reports - Rejected Credit	Reports produced by outside credit agencies used to determine the credit worthiness of parties requesting credit for purchase of products and services.	*Credit Reports - Rejected Credit	2
CCT	43	Compliance, Corporate Governance & Treasury	Customer Credit Files	Records related to customer credit agreements and financing arrangements. Includes written correspondence and collateral documents. Includes original Credit Application and may have legal documentation if potential litigation regarding payment occurs. Also records of customer credit lines and financial write-ups used to determine credit terms and limits.	*ACH-EDI Set up *Bank Letters of Credit *Credit Agency Reports - Approved *Customer Credit Application *Customer Guarantees *Final Demand Letter *Legal Actions for Non-Payment *Third Party Customer Collections *Credit Departmental Reports *Customer Credit Analysis	10
CCT	287	Compliance, Corporate Governance & Treasury	Dissolved Subsidiary Records	Organizational records maintained following the dissolution of a subsidiary organization.	*Dissolved Subsidiary Records	10
CCT	56	Compliance, Corporate Governance & Treasury	External Financing	Contracts with an outside lending institution stating financing terms and conditions for borrowing funds.	*Collateralize Mortgage Backed Security *Letters of Credit from USF *Loan Agreements *Mortgages *Notes *Securitization *Loan Applications	Active +10
CCT	63	Compliance, Corporate Governance & Treasury	Financial Investments	Records documenting investments and investment transactions for bonds, stocks, money market, mutual funds, etc. Includes assessments and evaluations, purchase information, reports of returns and analyses.	*Money Market	Active +7
CCT	257	Compliance, Corporate Governance & Treasury	Financial Reporting - Quarterly	Documentation ensuring compliance with debt covenants.	Analysis and documents and cover letters provided to our lenders.	Active +7
CCT	144	Compliance, Corporate Governance & Treasury	Intellectual Property	Records documenting the preparation, filing, and maintenance of copyrights, trademarks and patents.	*Copyrights *Patents *Trademarks *Registration Certificates	Patents Permanent; Trademark and Copyright Active +6
CCT	185	Compliance, Corporate Governance & Treasury	Internal Investigations	Records of investigations conducted for unethical or illegal activity, Code of Conduct violations, work place violence, and other concerns at work. Allegations are investigated by Human Resources, Internal Audit, Compliance, Legal, Security or Safety departments as circumstances dictate, and appropriate actions are taken. Senior management investigations are conducted by the Compliance Review Committee.	*Code of Conduct Violations *Work Place Violence *Illegal Activity Investigations	Active +6

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
CCT	145	Compliance, Corporate Governance & Treasury	Litigation Files	Records documenting threatened or active litigation. Includes the court case, final judgments, settlement agreements and summaries, court orders, claims, payment history, and related correspondence.	*Court Orders *Depositions *Discovery *Judgments *Legal Hold Notices *Settlement Agreements *Subpoenas	Active +10
CCT	122	Compliance, Corporate Governance & Treasury	Mergers, Acquisitions & Divestitures - Unsuccessful	Records related to plans to purchase or sell a company or business entity that do not materialize. Includes extensive research, legal documents and agreements, general company information, historical records, financial information, applications, approvals, reports, leads, analysis, and regulatory filings.	*Acquisition Studies *Due Diligence *Integration Plans *Project Costs *Real Estate Studies for Acquisition	Active +3 or terms per agreement
CCT	124	Compliance, Corporate Governance & Treasury	Permits & Licenses	Records of registrations, and licenses required by the Federal or tribal governments and state departments of health and/or agriculture to do business, or to conduct regulated activities. Records of operating permits, registrations, and licenses required by government entities to do business or to conduct regulated activities or operate vehicles.	*Building Operating Permits *Business Licenses (for tribal governments and state departments of health and/or agriculture) *Casino License & Applications *Environmental Permits *Federal Motor Carrier Safety Permit *Federal Regulatory Certification & License *Fuel Permits *Vehicle Registrations & Permits *Zoning Permits	Expiration +5
CCT	31	Compliance, Corporate Governance & Treasury	Records Management	Records documenting the formulation and administration of the records management program. Includes vendor and custodian destruction documentation.	*Certificates of Destruction *Destruction Authorizations *Records Retention Schedule	Active +3
CCT	131	Compliance, Corporate Governance & Treasury	Securities & Exchange Commission Filing Original Signature Pages	Securities & Exchange Commission Filing Original Signature Pages	*10.K originally executed signature page *10.Q originally executed signature page *8.K originally executed signature page *Forms 3 & 4 filings originally executed signature page	Date of Filing +5
CCT	288	Compliance, Corporate Governance & Treasury	Shareholder Records	Records documenting shareholder activities, including proxies, lists, reports, and general information.	*Shareholder Meetings *Shareholder Activities and Lists	Current Year +10

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
CCT	289	Compliance, Corporate Governance & Treasury	Stock Ledger and Dividends	Records regarding all stock transactions and monies paid to shareholders from company profits or reserves.	*Stock Ledger *Dividends	Active +10
CCT	290	Compliance, Corporate Governance & Treasury	Stock Records	Records documenting the ownership, sale, purchase, and transfer of stock in the Company and any option given to an employee to buy stock in the Company at a discount or at a stated fixed price.	*Stock Certificates *Stock Options *Stock Sales and Transfers	Active +6
CCT	291	Compliance, Corporate Governance & Treasury	Treasury Transactions	Records that track cash position, loans status and securitization.	*Wire Transfer Requests and Approvals	1
OPS	184	DC Operations	Badges & Security Access	Logs documenting visitors and traffic in and out of Company facilities.	*Badge Distribution List *Employee Clearance Lists *Gate Passes & Access *Non-USF Trailer Logs *Visitor Sign-In Sheets	Current Year
OPS	160	DC Operations	Distribution & Shipping	Records related to the shipment and/or delivery of product to customers. Records detailing the driver's trips. Including but not limited to date, origin, odometer readings, mileage, vehicle fleet number, driver's name, hours worked, delivery instructions, delivery addresses, items and units of items delivered, weight and value of load, number of stops, purchase order numbers, invoice numbers, and drive times. Does not contain customer invoice or financial data. See CA #217 for Drop Shipments.	*Backhauls *Booking Transmittals *Built Routes *DOT Reports & Logs *Driver Route Sheets *Driver Manifests (with no financial data) *Driver Trip Reports *Individual Vehicle Mileage Record (IVMR) *International Registration Plan (IRP) files *Load Sheets (to customers) *Load Tender Sheets (to customers) *Proof of Delivery (to customer) *Shipping Files (to customer) *Shipping Manifests	7
OPS	158	DC Operations	Driver Daily Logs	Record of driver duty status and all supporting documents. Data is retained in Omnitrac	*Dispatch Log Sheets *Driver Daily Log *RoadNet Driver Routing System *Omnitrac	6 months
OPS	159	DC Operations	Driver Qualifications	Qualification records for individual drivers. Includes medical examiner certificates, and medical variances. Records are in the First Advantage system.	*Certificate of Violations *Driver Employment Verification *Driver Motor Vehicle Record *Driver Performance Reports *First Advantage System	Termination +3
OPS	253	DC Operations	Freight & Damage Claims	Records documenting damaged products received from vendors and the settlement.	*Damage Claims *Freight Claims	Active +7

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
OPS	200	DC Operations	Maintenance & Repairs	Records documenting the routine maintenance and minor repairs of property and equipment, including motor vehicles. Includes routine and required equipment calibrations, operating manuals, owner manuals, cleaning logs, and specification sheets. Data for trailers, motor vehicles and forklifts are retained in ShopFax or 3rd party.	<ul style="list-style-type: none"> <li>*Calibrations</li> <li>*Daily Sanitation Control</li> <li>*Equipment Cleaning &amp; Logs</li> <li>*Equipment Manuals</li> <li>*Forklift Files</li> <li>*Laboratory Test Results (Stock Yards)</li> <li>*Maintenance on Equipment</li> <li>*Master Sanitation Schedule</li> <li>*Motor Vehicle Maintenance/Repairs</li> <li>*Pest Control</li> <li>*ShopFax or 3rd Party</li> <li>*Thermometer Calibrations</li> <li>*Trailer Maintenance/Repairs</li> <li>*Vehicle Files</li> </ul>	Life of Equipment +3
OPS	266	DC Operations	Operations Activities - Warehouse & Transportation	Documentation supporting warehouse operations activities such as equipment inspections/logs, pick lists, selector reporting, product movement within the warehouse, and production/productivity reports.	<ul style="list-style-type: none"> <li>*Internal warehouse product movement</li> <li>*Pick Lists</li> <li>*Selector Reports</li> <li>*Slotting</li> <li>*Warehouse productivity</li> </ul>	1
OPS	161	DC Operations	Vehicle Inspection Reports	Reports documenting the condition of the vehicle, including internal and external inspections.	<ul style="list-style-type: none"> <li>*Driver Vehicle Inspection Report (DVIR)</li> <li>*Trailer Checklist</li> <li>*Tractor Checklist</li> </ul>	Current Year +2
FAC	201	Facilities & Property	Design & Construction	Records documenting the design and construction, renovations, and major repairs for all Company owned and leased facilities. Engineering records showing the layout and details of structures and facilities.	<ul style="list-style-type: none"> <li>*Construction Project Records</li> <li>*Design Approvals</li> <li>*Maps</li> <li>*Planning Documents</li> <li>*Site surveys and evaluations</li> <li>*As-Built Drawings</li> <li>*Facility Blueprints</li> </ul>	Disposition +20
FAC	203	Facilities & Property	Real Estate Records	Records related to the ownership, purchase and sale of real property. Company real property data is tracked in the Lease Harbor system.	<ul style="list-style-type: none"> <li>*Deeds</li> <li>*Easements</li> <li>*Property Titles</li> <li>*Property Surveys</li> </ul>	Disposition +20

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
FSQA	179	Food Safety & Quality	Food Safety Inspections & Monitoring	Records documenting facility inspections for food quality in compliance with federal regulations such as FDA, USDA and HACCP. Data related to equipment monitoring, temperature controls and measurements. Includes temperature controls for receiving, storage, shipping, and special events. Monitors refrigerated and frozen products. Includes non-compliance certification appeals and related correspondence.	*Audits - Federal Regulatory Audit Inspections, FSQA Audits, HACCP Self Audits, HACCP 3rd Party Audits *Calibration records for monitoring equipment *Certification Appeals *Cook Charts *Data Logger Records (Special Events) *Egg Inspections *FDA Inspections *Food Safety Inspection & Monitoring *Freezer & Cooler Temperature Logs *HACCP Records - Frozen & Refrigerated *HACCP Temperature Measurement *MSC Documentation *Shelf Life Testing *TTR Graphs *Trailer Temperature Inspections (in & out) *Transportation and Preventative Control Documentation *USDA Assessments & Non-compliance *USDA Logs	Stock Yards 3; all others 5
FSQA	292	Food Safety & Quality	Food Safety Program Validation	Food Safety program validation	Food Safety program validation	Permanent
FSQA	268	Food Safety & Quality	Hold and/or Returned Product Clearance	Records documenting products returned by the customer and the evaluation to return them back to stock. Includes investigations and quality assurance review.	*Cleared for Release *Hold and Release Records *Hold Register *Product Return Clearance *Returns Rework *Rework - Refrigerated & Frozen	Stock Yards 3; all others 5
FSQA	267	Food Safety & Quality	Product Recall & Food-Borne Illness Records - Non-Financial	Records documenting activity the company takes in response to a supplier's product recall or food-borne illness situation. Includes receipt and notification of a recall, email responses, customer notifications, customer and Company product disposal, and the generation of product credits. Records may be used for FDA or State agency follow-up.	*Certified Mail Receipts for Recall *Customer Notifications *Product Recall Disposal *Recall Contingency *Recall Records *Food-borne illness notifications	5
FSQA	281	Food Safety & Quality	Product Specifications	Development, testing, and manufacturing of food products. Includes formulas, specifications, ingredients, quality limits, packaging and design, production coding, Records are maintained in the ICIX system.	*Formulas *ICIX System *Ingredients *Packaging Designs *Production Coding *Product Labeling *Specifications *Quality Limits *Specifications & Changes	Permanent
FSQA	269	Food Safety & Quality	Production Quality Control	Records documenting the quality of products through the production phase.	*Cutting Tickets *Extraneous Material Control Checks *Marinade Pick Up Control Checks *Quality Inspection Records *Stockyards Production Records	3
FSQA	270	Food Safety & Quality	Seafood & Shellfish Traceability	Records documenting the receipt, storage and shipment of seafood products to USF customers. Includes shellfish source records.	*Shellfish Source Logs & Tags	5
FSQA	293	Food Safety & Quality	USDA Label Approvals	USDA Label Approvals	USDA Label Approvals	Life of Product, including shelf life
FSQA	259	Food Safety & Quality	Weight Compliance	Records verifying the weights of products sold by weight such as meat and cheese products.	*Catch Weight Files *Net Weight Compliance Verification	Current Year +2

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
HSE	86	Health, Safety & Environment	Accidents, Injuries & Facility Safety	Records of accidents and injuries including investigations conducted by the Company. Includes incident reports, root cause analysis, and corrective actions. Records documenting facility inspections to ensure compliance with OSHA regulations.	*DOT Motor Vehicle Accident Register *Facility Safety/Security Inspections *Fleet Response *Incident Investigations (CHEFS) *OSHA Reporting *OSHA 300 Logs *Safety Meetings *Vehicle Accident Investigations	Active +6
HSE	273	Health, Safety & Environment	Chemical & Fuel Storage Tank Records	Records related to the inspection and maintenance of chemical and fuel storage tanks.	*Above Ground Tank Inspections *Above Ground Tank Maintenance *Below Ground Tank Inspections *Below Ground Tank Maintenance *Storage Tank files	Life of Equipment +3
HSE	272	Health, Safety & Environment	Emergency Response & Plans	Emergency action and contingency plans in response to natural disasters, chemical release, and community right to know for worse case scenarios. Includes hazard communications and spill control plans. Also includes plans developed to prevent and minimize the consequences of accidental releases of certain hazardous chemicals (i.e. ammonia) that could harm public health and the environment.	*Contingency Plan *Emergency Action Plan *Emergency Response & Plans *Process Safety Management Plan *Risk Management Plans (RMP) *SPPC - Spill Prevention & Control Plan	5 Years After Superseded
HSE	176	Health, Safety & Environment	Environmental Reports & Monitoring	Routine monitoring, testing and assessments and records submitted to government agencies documenting environmental test results for soil, water, air, etc. Also includes records documenting the treatment, shipment, and disposal of hazardous materials such as bleach and dishwashing liquid to the customer. These records are generally maintained by facilities and the fleet shop.	*Air Monitoring Reports *Biological Test Results for Water *Chemical Inventory Reports *Environmental Incident Reports *EPA Submissions *Facility Site Assessments *Hazardous Material Manifests *Hazardous Waste Disposal *Noise Monitoring *Solid Waste Monitoring *Testing Methodology *Tier II Reporting *Used Oil Disposal *Trash and waste management	Active +5
HSE	274	Health, Safety & Environment	Environmental Site Remediation	Records of activities undertaken to remediate site pollution.	*Assessment Reports *No Further Action Letters	Life of Property +20
HSE	88	Health, Safety & Environment	Hazardous Substance Records	Records maintained in locations where hazardous substances exist that describe the substances, effects, safety precautions, antidotes and other related information. Records related to the use, manufacture, and testing of hazardous substances.	*Material Safety Data Sheets *Transportation Records for Hazardous Substances *Shipping Manifests for Hazardous Substances *Substance lists	Active +30; Employee Related Active +40
HR	84	Human Resources	Affirmative Action Plan & EEO	Records documenting compliance and reporting for affirmative action and EEO government regulations. Includes copies of legally required forms submitted to the government documenting hiring and personnel actions.	*Affirmative Action Plan *PeopleSoft System *Race, Ethnicity, Gender Reports *Self Identification Forms *Taleo System *Veteran/Disability Status	Active +7

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
HR	294	Human Resources	Affordable Care Act Compliance Records	Records of filings of compliance with the U.S. Affordable Care Act.	*Form 1095	Active +3
HR	74	Human Resources	Benefit Enrollment & Management	Records of employee who are eligible for group benefits, enrollments, changes to benefit selections during open enrolments, beneficiary designations and change notices for benefits plans. Records maintained by AON Hewitt.  Eligibility Appeals – First and second level employee requests (and US Foods response) to enroll / add dependents after the required deadline. Appeals may include supporting documentation such as marriage certificates, birth certificates, etc.	*5500 filings with Dept of Labor *AON Hewitt *Historical Healthcare Claims	Active +6
HR	82	Human Resources	Compensation Management	Records determining and monitoring the management of salary programs and structures. Includes salary incentive programs, pay plans, vacation allocation, severance, job classifications and placements, compensation, and employee communication regarding compensation. Retained in PeopleSoft.	*Bonus Determinations *Merit Raise Calculations *Pay Scales *PeopleSoft System *Salary Administration *Salary Benchmarking *Salary Range Structure *Salary Structures	Active +6
HR	295	Human Resources	Contractor/Temp Records	Records documenting personnel files, contracts, actions and compensation for temporary employees.	*Temp Personnel File *Employment Contract *Compensation & Payroll Data *Time sheets	Active +6
HR	271	Human Resources	Drug Testing	Random and for-cause (after accident) drug and alcohol tests.	*E-Drug System through FADV *Drug Test Chain of Custody *Drug Test Results *Alcohol Test Results	Active +5
HR	80	Human Resources	Employee Benefit & Retirement Plans	Records of the benefit plans, plan details, amendments, summary descriptions, contribution data, benefit calculations, and legal agreements. Includes but not limited to life insurance, disability, medical, dental, vision, and compensation. Also includes records of employee retirement and pension plans, including plan details, amendments contribution data, benefit calculations and other related records.	*401K - Fidelity *Disability Plans - Sedgwick *Group Insurance Plans - AON Hewitt *Management Equity Plan - Fidelity *Pension Plans (non-Union) - Mercer *Retirement Plans LTIP and ESPP Stock Plans - Fidelity *Pension Plans (non-Union) – Willis Towers Watson *Retirement Plans	Life of Plan +6



DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
HR	107	Human Resources	Employee Insurance Affidavits	Proof of insurance for employees with a car allowance using personal vehicles for business purposes.	*Employee Personal Car Insurance Proof	Expiration +2
HR	296	Human Resources	Executive Compensation	Agreements and records related to employment of executives.	Executive Severance Agreements, executed offers of employment, records of perquisite payments, stipends, equity grants, and any relocation benefits.	Active +6
HR	73	Human Resources	Extended Leave of Absence Files	Records documenting employee who are on short term disability (STD) and Family Medical Leave Act (FMLA) absences. Administrator manages on "advice to pay". Records maintained by Sedgwick.	*Leave Requests *Maintained by Sedgwick	Active +7
HR	71	Human Resources	I-9 Documentation	Records certifying an employee's identity and eligibility to work in the United States. Verification is sometimes done through eVerify.	Retain Termination +1 year OR 3 years from date of hire, whichever date is later	Termination +1 OR Date of Hire +3, whichever date is later
HR	92	Human Resources	Labor Relations	Records documenting relations between the Company and labor unions. Includes labor disputes and issues, employment conditions, and labor union negotiations and contracts.	*Collective Bargaining Agreements *Labor Arbitration Files *Labor Union Contracts *Memorandum of Agreement with Union	Active +10

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
HR	98	Human Resources	Personnel File	Records documenting employment with the Company. Includes hiring, promotion or transfer, performance, approved leaves, continuing education, terminations, and signed acknowledgements.	<ul style="list-style-type: none"> <li>*HR Internal Decisions</li> <li>*HR Issues &amp; Resolutions</li> <li>*HR Processes</li> <li>*Staffing Analysis</li> <li>*Hiring and promotion documents</li> <li>*Applications</li> <li>*Performance appraisals/reviews</li> <li>*Termination records - Severance, Transfers, Union Affiliations, Verifications</li> <li>*Compensation agreements</li> <li>*Background Check Summary Document</li> <li>*Conflict of Interest Agreements</li> <li>*DOT Driver Employment</li> <li>*Employee Disciplinary Actions</li> <li>*Employee Improvement Plan</li> <li>*Employment Application</li> <li>*Pay History</li> <li>*Promotions</li> <li>*Resume</li> </ul>	Active +6
HR	100	Human Resources	Recruitment Files	Records documenting the recruiting and selection for open positions in the Company. Includes both internal and external candidates. Includes pre-hire drug tests and background checks for prospective employees. Background checks document criminal, employment and educational records of a prospective employee and are completed by 3rd party vendor and maintained by HR Operations.	<ul style="list-style-type: none"> <li>*Applicant Resumes</li> <li>*E-Drug System managed by FADV</li> <li>*HireRight System - background checks</li> <li>*Job Announcements</li> <li>*Job Applications</li> <li>*Job Descriptions</li> <li>*Job Requisitions</li> <li>*Personnel Selection Process</li> <li>*Phone Screens</li> <li>*Pre-hire Drug Tests &amp; Results</li> <li>*Pre-hire Drug Tests Chain of Custody</li> <li>*Pre-hire Failed Driving Tests</li> <li>*Standard Interview Guide</li> <li>*Taleo System</li> </ul>	Current Year +3
HR	234	Human Resources	Training & Development	Records documenting various types of training programs developed which are required by the Company and other regulatory agencies. Includes code of conduct, testing, certifications, and licenses required by OSHA, DOT, FDA and other regulatory agencies.	<ul style="list-style-type: none"> <li>*Code of Conduct Annual Certification</li> <li>*Employee Training Logs</li> <li>*Food Safety &amp; Quality Training</li> <li>*Fork Lift pers</li> <li>*HACCP Training</li> <li>*Harassment Training</li> <li>*Safety Training</li> <li>*Storm Water Awareness Training</li> <li>*Training Matrix</li> <li>*Training Materials</li> </ul>	Active +3

DEP ID	RC#	Category	Subject	Description	Examples	Retention Time in Years
HR	297	Human Resources	Unemployment Records	Records including, but not limited to, unemployment compensation, planned employment reductions, unemployment claims, related unemployment claim forms, related correspondence, and unemployment compensation records.	*Unemployment claims *Unemployment compensation	Active +6
IT	34	Information Technology	Application Development and Conversion	Records documenting the development and implementation of new functionality and architecture for Company computer systems and applications, which were internally developed or acquired. Includes source code and program documentation for software and records related to system and application testing prior to full production. Includes functional or technical specifications, and application source code testing.	*Implementation Process *Recommended Solutions & Fixes *Source Code *Systems Requirements *Technical Specifications *Testing Documentation	Active+3
IT	275	Information Technology	Backup Tapes	Incremental backup tapes created for disaster recovery purposes only and which are generally stored offsite. Backup tapes should not be used for archival storage.	*Daily - keep one week *Weekly - Keep one month *Monthly - Keep one year	1
IT	276	Information Technology	Risk and Architecture	Information about wide area networks (WANs), local area networks (LANs), bridges, routers, topology, and configuration. Includes system security and identity management.	*Authentication *Change Control *Identity Management *Network Monitoring *Network Security *Routing/Switching *Systems Monitoring *Systems Productivity *User Administration	Life of system
RM	120	Risk Management	Actuarial Report	Actuarial analysis reports assessing workers compensation and liability claims.	*Actuarial analysis of work comp and liability claims	10
RM	298	Risk Management	Certificates of Insurance – Outgoing	Certificates USF sends to customers/third parties evidencing USF insurance.	*Certificates of Insurance (Outgoing)	Current Year
RM	111	Risk Management	Insurance Claims	Detailed information regarding the filing of 1st party insurance claims managed by the 3rd party administrator. Does NOT include Workers Compensation Claims.	*1st party damage/ loss - Property, stock throughput, cyber, auto physical damage claims *Liability to 3rd parties - All types of liability insurance policies	Closed +10; Claimant Minor 10 After Reaches Majority
RM	112	Risk Management	Insurance Policies	Casualty – Liability insurance policies (casualty policies). Liability insurance policies (casualty policies)  Property – Insurance policies covering 1st party damage/loss (property policies). Includes underwriting/renewal submission for insurance coverage.	*Casualty - All types of liability insurance policies; Insurance underwriting submission  *Property - Property, stock throughput, cyber, auto physical damage; Insurance underwriting submission	Casualty – Permanent; Property – Expiration +10
RM	283	Risk Management	Property Insurance Inspection Reports	Property inspection reports/engineering reports.	*Property inspection reports/engineering reports.	5
RM	90	Risk Management	Workers Compensation Claim Files - Closed	Workers Compensation claim files documenting occupational accidents and injuries. USF is self-insured in Alabama, California and Nevada. Texas has a Non-Subscriber Workers Compensation Program where employee occupational injury benefits are paid through a company program and outside of the traditional workers compensation program.	*Workers Compensation Claims	Closed +20