

MEMORANDUM

DATE: January 8, 2002

TO: All Local Health Departments
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian

FROM: Kevin Besey, Plan Review Specialist
Food Service Sanitation Section
Food and Dairy Division

SUBJECT: Plan Review Document Retention

MDA is in the process of reviewing retention schedules for plan review documents. The input of each local health department (LHD) and MDA regional office is being sought to determine the most appropriate retention schedule for food establishment plans.

We appreciate your taking a few minutes to **complete and return the attached survey by February 15, 2002.**

Please return only one survey per local health department or MDA Regional Office.

KB:khg
Attachment

MDA Food Establishment Plan Review Document Retention Survey
Please Return by: February 15, 2002.

MDA is in the process of reviewing retention schedules for plan review documents. The input of each local health department (LHD) and MDA regional office is being sought to determine the most appropriate retention schedule for food establishment plans.

Recommended Retention Schedule

#	Item	Discard upon plan approval	Recommended Retention Schedule			Discard when ownership changes	Discard when no longer a food facility	Reason
			1 yr	3 yrs	5 yrs			
1	Application							
2	Information sheet / Work sheet							
3	Menu							
4	Specification (cut) sheets							
5	Layout (floor) plan							
6	Mechanical plan							
7	Plumbing plan							
8	Lighting plan							
9	Site plan							
10	Other plans sheets used during review process							
11	Standard Operating Procedures (SOP's)							
12	Plan Review Correspondence							
13	Other:							

Signature: _____ LHD or MDA Region: _____
 Environmental Health Director / MDA Regional Supervisor

Return to:
 Kevin Besey, Plan Review Specialist
 Food & Dairy Division, MDA, PO Box 30017
 Lansing, MI. 48909

Note: One survey is being accepted per LHD or MDA Region.

