

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0462-2013-0001**

Schedule Status                      **Approved**

Agency or Establishment              **Department of Agriculture**

Record Group / Scheduling Group      **Records of the Food and Nutrition Service**

Records Schedule applies to              **Agency-wide**

Schedule Subject                      **State Systems' Comprehensive Outlook and Unified Tracker (SCOUT)**

Internal agency concurrences will be provided      **No**

Background Information                      **The Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Child Nutrition Programs (CNP) and Food Distribution Programs (FDP). The System will be used by the SSO virtual team located throughout the nation in some of the FNS regional offices and a field office.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0462-2013-0001

Sequence Number	
1	State Systems' Comprehensive Outlook and Unified Tracker (SCOUT)
1.1	Master File/Database
	Disposition Authority Number: DAA-0462-2013-0001-0001

## Records Schedule Items

Sequence Number	
1	<p><b>State Systems' Comprehensive Outlook and Unified Tracker (SCOUT)</b> The SCOUT system will allow the SSO the ability to track, manage and forecast activity on all SSO areas of responsibility, including the approval and monitoring of State Advance Planning Documents (APD), Oversight Committee (OSC) decisions, State project risk profiles, and Priority, Policy, and Management (PPM) activities, all of which are currently tracked using several different tools and systems.</p>
1.1	<p><b>Master File/Database</b></p> <p>Disposition Authority Number      <b>DAA-0462-2013-0001-0001</b></p> <p>Contains a combination of Priority, Policy and Management (PPM) and State projects that include all of the Advance Planning Documents and acquisition requests and contracts. The information will span to multiple years; the information kept in the system will be for the nation, including U.S. territories and Indian Tribal Organizations. The data will be arranged based on State projects and Priority, Policy, and Management (PPM) activities. The System will capture versioning and will have metadata and summary data based on the metadata.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after closure of project</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/30/2014	Certify	Michael Short	FNS Records Program Management	Food, Nutrition and Consumer Services - FNS
04/30/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/01/2014	Submit For Certification	Angela Truax	Records Management Analyst	Food and Nutrition Service - Information Management Branch
05/02/2014	Certify	Michael Short	FNS Records Program Management	Food, Nutrition and Consumer Services - FNS
07/01/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist