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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-462-02-01</i> | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>2/11/2002</i> | |
| 1. FROM (Agency or establishment) Department of Agriculture | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Food and Nutrition Service | | | |
| 3. MINOR SUBDIVISION Benefit Redemption Division | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Teresa M. Frye | 4. TELEPHONE NUMBER (703) 305-1629 | DATE <i>6/28/02</i> <i>for</i> ARCHIVIST OF THE UNITED STATES <i>Michael M. ...</i> | |
| 5. 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 on the attached <u> 2 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>02-05-2002</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa M. Frye</i> | TITLE Records Management Specialist | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1 | <u>Billing Documentation:</u> Billing documentation consists of call orders and confirmation letters issued by individual FNS Field Offices to their perspective contractors as well as the contractors' billing invoices submitted to FNS. Contractors use call orders and confirmation letter to bill FNS for the store visits they complete, and they send copies with their bill invoices to FNS Headquarters where multiple copies are made and parceled out. Complete copies are maintained by the Contracts Division of FNS, Benefit Redemption Division (BRD) and by each region. In addition to this, filed offices fill out deficiency reports and fax them to contractors if a store visit is incomplete or the contractor's review is of a poor quality. These reports can reduce the amount of money paid to contractors and should be considered part of the billing records. Disposition: Contracts Division – Records are maintained in accordance with GRS 3 Item 3a(1)(a). BRD and Field Offices – a. <u>Single Year Contracts:</u> Temporary: Close out at the end of the FY. Destroy when 3 FYs old. | | |

CC: To Agency, NR, NWMWA ed

- b. Multi-Year Contracts: Temporary: Field Offices must maintain electronic records documenting store visits ordered and completed, including deficiency reports (hard copy or electronically), for 3 FYs after the full multi-year contract has been completely closed out by FNS Headquarters. (This documentation may be needed for audits or to reconcile possible contract disputes.)
- c. Disputed Contracts: Temporary: If there is a dispute with a contractor over billing or deficiencies, all records for that contractor must be retained until the dispute has been resolved as determined by the Contracts Division. Once the dispute has been resolved, the documentation is maintained for 1 FY after decision.
- d. Electronic Mail and Word Processing System Copies: Temporary: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on share network drives that are used only to produce the recordkeeping copy. Destroy/delete within 180 days after the recordkeeping copy has been produced.

See next page

- b. Multi-Year Contracts. Field Offices must maintain electronic records documenting store visits ordered and completed, including deficiency reports (hard copy or electronically). This documentation may be needed for audits or to reconcile possible contract disputes.

TEMPORARY. Close out at the end of the FY. Destroy three years after closed out by FNS Headquarters.

- c. Disputed Contracts. If there is a dispute with a contractor over billing or deficiencies, all records for that contractor must be retained until the dispute has been resolved as determined by the Contracts Division.

TEMPORARY. Close out at the end of the FY. Destroy one year after dispute been resolved by the Contract Division.

- d. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on share network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

Changes approved by Teresa Frye, FNS on 3/26/2002