

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NC1-462-04-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-5-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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, FNS			
3. MINOR SUBDIVISION Benefit Redemption Division			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa Frye	4. TELEPHONE NUMBER (703) 305-1629	DATE <i>10-25-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 _____ 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>04-01-2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa M. Frye</i>		TITLE <i>Agency Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
45	FNS, Benefit Redemption Division, Retailer Investigations Branch is requesting to modify the retention for the following records to: 1) separate the retention period for a Positive vs. a Negative Investigation Case File; 2) reduce the retention period for the Negative Case Files; and 3) update the reference to the branch name.  <u>Retailer-Wholesaler Investigative Case Files.</u>  c. <u>Investigative Cases.</u> Investigative cases maintained by the Retailer Investigations Branch (formerly Compliance Branch), Benefit Redemption Division, for investigations conducted entirely within FNS.  1. <u>Positive Case.</u> Investigative case files containing information or allegations which warrant a specific investigation and may result in administrative action.  A. <u>Retailer Investigations Branch Area Office.</u> TEMPORARY. Cut off at the end of the FY in which the case is closed. Transfer to FRC 1 FY after case is closed. Destroy 4 FYs after the case is closed.	NC1-462-80-4, Item 45c	

B. Retail Investigations Branch Washington Office. TEMPORARY. Cut off at the end of the FY in which the case is closed. Destroy 1 FY after the case is closed.

2. Negative Case. Investigative case files containing information or allegations which warrant a specific investigation but will not result in administrative action.

All Retailer Investigations Branch Offices. TEMPORARY. Cut off at the end of the FY in which the case is closed. Destroy 1 FY after the case is closed.

3. Electronic Mail and Word Processing System Copies.

All Retailer Investigations Branch Offices. TEMPORARY. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of 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 shared network drives that are used only to produce the recordkeeping copy. Destroy/delete with 180 days after the recordkeeping copy has been produced.

*see attached sheets*

### 3. Electronic mail and word processing records

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 covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

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

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.