

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-462-04-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-30-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION Special Nutrition Program			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa M. Frye	4 TELEPHONE NUMBER (703) 305-1629	DATE <i>10/13/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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>04-27-2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa M. Frye</i>	TITLE <i>Agency Records Mgmt. Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

See attached sheets

**NAME OF SYSTEM:** Regional Office Administered Programs (ROAP) system

**AGENCY:** United States Department of Agriculture, Food and Nutrition Service (FNS)

**OFFICE:** Special Nutrition Program

ROAP is a mission critical application. This is a payment system that tracks and transfers over \$40 million in federal grant money to sponsors of 5 grant programs. The programs include the National School Lunch, School Breakfast, Child and Adult Care Food, Special Milk, and Summer Food Service Programs. The 1200 sponsors include school systems and childcare facilities. State agencies, in many cases, may not administer the Special Nutrition Programs activities sponsored by private or religious organizations. ROAP allows FNS to provide the benefit administration functions normally provided by the states to these qualifying organizations.

**Item 1. Input**

Records consist of claim forms, application forms, approval forms and site forms. Special Nutrition Programs Integrated Information System (SNPIIS) and Integrated Program Accounting System (IPAS) integrate with the ROAP system.

**DISPOSITION: Temporary.** Retain on-line 3 fiscal years, migrate and archive off-line for an additional 3 fiscal years and then destroy. Procedures for scrubbing and/or deleting data from physical storage media is located in FNS Instructions 270.

**Item 2. Master File**

The master file contains data on claims by sponsor, state, region, and nationally for an entire school year.

**DISPOSITION: Temporary.** Cut off (take a snapshot of) at the end of the fiscal year and destroy 6 years after cut off.

**Item 3. ~~Outputs:~~**

~~This series item contains various reports that are generated from this system on an as needed basis. Since these reports function on an ad hoc basis some reports could be duplicative of other queried reports.~~

~~The following list represents the various output reports that can be generated from this system:~~

- ~~224 Summary Report~~
- ~~60/40 Report~~
- ~~Allowance Holders Status Report~~
- ~~Balance Report for Consolidated Paylist~~
- ~~Blank Application Sheet for New Sponsors~~
- ~~Blank Claim Forms for all Sponsors~~

~~Blank Site Sheet for New Sponsors  
Claims Processed with No Payment Report  
Consolidated Paylist EFT  
Daily Activity Log  
Late Claims  
Mailing Labels  
Paylist History Report  
Paylist IT Reimbursement Report  
Payment IT Reimbursement Report >\$10,000  
School Programs Control Report LB  
Severe Need Calculation Report  
Severe Need Summary Report  
Sponsor Phone List  
Summary Payment Report  
USDA LB Payment Summary  
Year End Overpayment Report  
YTD Earning/Payment  
YTD Status of Allowance Report~~

~~Disposition: **Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotation, that is not included in the electronic records. **GRS 20, item 16.**~~

~~Supersedes NC1-462-79-2, item 57a, NC1-462-79-2, item 57c, and NC1-462-95-4, item 1(b).~~

~~**Item 4. System Documentation**~~

~~All system documentation is contained in the ROAP Operating Procedures handbook (ex Security Certification and Risk Assessment, Section 508 Compliant.).~~

~~DISPOSITION: **Temporary.** Electronic and paper. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. **GRS 20, item 11, item a(1)**~~

~~**Item 5. Web Site Archives**~~

~~Paper records that contain all screen printouts of **roap.fns.usda.gov** web site pages at any given point in time.~~

~~DISPOSITION: **Temporary.** Cut off at the end of the fiscal year. Destroy 3 years after cut off if not needed for business purposes.~~

~~**Item 6. Change Control Records**~~

~~Records that contain web site change requests, the source code listing and all clearance~~

~~Paper and electronic. Records created by electronic mail and word processing applications. Delete after recordkeeping copy has been produced.~~

DISPOSITION:

~~Temporary. Destroy or delete when 3 years old or 1 year after termination of system, whichever is sooner. GRS 24, item 3(b)(2).~~

#### **Item 7. Migration Records**

Electronic records that contain Web Site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.

DISPOSITION:

~~Temporary. Destroy or delete when 3 years old or 1 year after termination of system, whichever is sooner. GRS 24, item 3(b)(2).~~

#### **Item 8. Web Site Feedback**

Electronic records that contain all comments and feedback from Web Site users

DISPOSITION: **Temporary.** Archive monthly. Cut off at the end of the fiscal year. Destroy when obsolete or when no longer needed.

#### **Item 9. Statistical Reports**

~~Reports using statistics on the web site and other reports from the Internet and E-mail messages.~~

~~DISPOSITION: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotation, that is not included in the electronic records. GRS 20, item 16.~~

The system's website address is: <http://roap.fns.usda.gov/>.



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

*9/24/08*  
**Date:** September 24, 2008  
**Appraiser:** Kitty Carter, NWML  
**Agency:** Food and Nutrition Service (FNS)  
**Subject:** N1-462-04-3

## INTRODUCTION

### Schedule Overview

Regional Office Administered Program (ROAP) system

### Additional Background Information

The Food and Nutrition Service (FNS), formerly known as the Food and Consumer Service, administers the nutrition assistance programs of the U.S. Department of Agriculture (USDA). The mission of FNS is to provide children and needy families better access to food and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts.

ROAP is a mission critical program and system application that pays over \$50 million annually in federal grant money to 850 sponsors for five grant programs:

- *National School Lunch*
- *School Breakfast*
- *Child and Adult Care Food*
- *Special Milk*
- *Summer Food Service Programs*

### Overall Recommendation

I recommend approval of this schedule.

## APPRAISAL

Items 3, 4, 6, 7, and 9 are covered by the General Records Schedule 20, *Electronic Records* and General Records Schedule 24, *Information Technology Operations and Management Records*.

### Item 1, Input

Claims, applications, approval and site forms.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Proposed Justification:**

\*Has little or no research value.

\*General routine records similar to GRS 6, item 10, (Administrative Claims Files)

**Adequate of Proposed Retention Period(s):** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality.** Not requested.

**Item 2, Master File**

Data on claims by sponsor, state, region, and nationally for an entire school year.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value.

\*General routine records similar to GRS 7, item 3 (Appropriation Allotment Files).

**Adequate of Proposed Retention Period(s):** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Not requested.

**Item 5, Web Site Archives**

Screen printouts of roap.fns.usda.gov web site.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value.

\*General routine records similar to the GRS 24, item 1, (Oversight and Compliance Files).

**Adequate of Proposed Retention Period(s):** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Not requested.

**Item 8, Web Site Feedback**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value.

\*General administrative records similar to the GRS 24, item 10 (IT Customer Service Files).

**Adequate of Proposed Retention Period(s):** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Not requested.



**KITTY CARTER**

Appraiser

Life Cycle Management Division