

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/14/09	
1 FROM (Agency or establishment) U.S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Financial Management, Budget Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RR</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 9/14/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 9/09/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED FPRS – Food Programs Reporting System		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Title: Food Programs Reporting System (FPRS)</p> <p>Agency: U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Financial Management, Budget Division</p> <p>NARA Disposal Authority:</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer</p> <p>Description:</p> <p>FPRS supports the US Department of Agriculture Food and Nutrition Service (USDA/FNS) replacing the legacy mainframe Food Stamp Program Integrated Information System (FSPIIS) and the Special Nutrition Programs Integrated Information System (SNPIIS). FPRS provides a web-based user platform including form-based workflow and extensive front-end data validation for the entry of form-based information crucial to USDA/FNS operation. FPRS is the main collection point for program performance and financial statistics from each state, territory, and Indian Tribal Organization (ITO) participating in the Supplemental Nutrition Assistance Program (SNAP) and various Special Nutrition Programs (SNP).</p> <p>Data collected using FPRS allow USDA/FNS to track historical trends, manage current grantee costs and expenditures, and project future funding needs. FPRS data collection is based on the authorizing legislation for the above programs and is covered by USDA/FNS published regulations.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>FPRS replaces legacy systems:</p> <p>FSPIIS – N1-462-95-4 FNS Code 74</p> <p>SNPIIS – N1-462-95-4 FNS Code 75</p> </div>	

The FPRS database contains both program and financial information regarding the programs mentioned above, supplied primarily by states, territories, ITOs, and local agencies using the FPRS web interface.

Disposition Instructions:

Item a. Input.

~~Electronic and paper inputs consisting of FNS financial and program performance forms for SNAP and SNP.~~

~~(FNS Forms 10, 13, 42, 44, 46, 101, 152, 153, 191, 203, 209, 227, 227A, 292, 366A, 366B, 388, 388A, 418, 498, 583, 648, 658, 665, 667, 683, 683A, 759, 798, 798A Standard Forms (SF) 269 CN, 269A, 269L, 269 SAE, 269 FS)~~

- ~~● GRS 20/2a(4)~~

~~**Temporary.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later.~~

Item b: Master file/database.

Datasets consisting of statistics regarding participation, racial information at the project and/or state level, food usage, food outlays, the amount of food distributed, and then number of meals served. Financial information consists of the amount of funds budgeted and expended by State on various food assistance programs. The current size of the FPRS Database is approximately 5GB with an annual accumulation of approximately 350MB to 400MB.

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Permanent Transfer data every 3 years to the National Archives as specified in 36 CFR 1335 or standards applicable at the time.

Item c: Outputs and Reports:

~~FPRS provides validated, certified, and posted program form submissions to the National Data Bank (NDB) NDB is PERMANENT and scheduled under authority NI 462-09-XX~~

~~Electronic: Downloaded and Copies Data Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained~~

- ~~● GRS 20, Item 12~~

~~**Temporary.** Delete from the receiving system or device when no longer needed for processing~~

~~Paper Hard copy printouts created to meet ad hoc business needs Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day to day business needs.~~

- ~~● GRS 20, Item 16~~

~~**Temporary.** Destroy 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 annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA approved schedule that covers the series in which they are filed.)~~

Item d: System documentation

- ~~● NI 462-09-XX~~

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records~~

• ~~GRS 20, Item 11a(2)~~

~~**Permanent.** Transfer to the National Archives, as specified in 36 CFR 1335 or standards applicable at the time, those records necessary to document how the system captures, manipulates, and outputs data. This documentation is transferred with the transfer of the electronic data (item b).~~