

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-462-09-5	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/22/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Supplemental Nutrition Assistance Program			
4 NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>mm</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 9/21/09	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 9/21/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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  <i>Retailer Records (Revision to FNS Code 46 – Retailer-Wholesaler Correspondence Files)</i>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>Title:</b> Retailer Records</p> <p><b>Agency:</b> U S Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p><b>Office:</b> Supplemental Nutrition Assistance Program (SNAP), Benefit Redemption Division (BRD)</p> <p><b>NARA Disposal Authority:</b></p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral)</p> <p><b>Description:</b></p> <p>Records include applications from firms desiring to participate or continue to be authorized in the SNAP The application would contain information for the determination as to whether applicant qualifies, or continues to qualify, for authorization under the provisions of the program Each file includes application(s), application supporting documents such as, store visit data, change documents, investigation documents, bonds, letters of credit, and any other related correspondence</p> <p><b>Disposition Instructions:</b></p> <p><b>Item 1:</b> <u>Voluntary Withdraws</u></p> <p><b>Temporary.</b> Close inactive records at the end of FY Destroy 3 years after file closure</p> <p><b>Item 2:</b> <u>Denials</u></p> <p><b>Temporary.</b> Close inactive records at the end of FY Destroy 3 years after file closure</p> <p><b>Item 3:</b> <u>Term Disqualifications</u></p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This is a revision to FNS Code 46, "Retailer-Wholesaler Correspondence Files," to specifically address the disposal of the FNS Forms 252</p> </div>	

**Temporary.** Close inactive records at the end of FY Transfer to FRC no sooner than 6 months after the end date of the FY disqualification period/case closing (i.e. if the end of 6 month disqualification period is 01/01/08, 6 months later is 07/01/08, so transfer to FRC no sooner than 10/01/08) Destroy 3 years after file closure

**Item 4: Involuntary Withdraws**

*(Zero redeemers do not get a term withdrawal and we can treat them like a closed store. The other type of involuntary withdrawals is for A/B or Business Integrity, etc. and they have appeal rights and may get term disqualification periods.)*

**Temporary.** Close inactive records at the end of FY Transfer to FRC no sooner than 6 months after the effective date of the involuntary withdrawal. Records may be consolidated and shipped at the end of the FY. Destroy 5 years after file closure

**Item 5: Permanent Disqualifications**

**Temporary.** Close inactive records at the end of FY Transfer to FRC no sooner than 6 months after the effective date of the permanent disqualification (i.e. after you close the compliance case) Destroy 20 years after file closure

**Item 6: Permanent Withdrawals**

**Temporary.** Close inactive records at the end of FY Transfer to FRC no sooner than 6 months after the effective date of the permanent withdrawal (i.e. after you close the compliance case) Destroy 20 years after file closure

**Item 7 : Permanent Denials**

**Temporary.** Close inactive records at the end of FY Transfer to FRC no sooner than 6 months after the effective date of the permanent denials (i.e. after you close the compliance case) Destroy 20 years after file closure