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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-462-09- 6 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Special Nutrition Programs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RR</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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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>WIC-NUPC – The Women, Infants and Children – National Universal Product Code Database</i> | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|---|----------------------------------|---------------------------------|
| | <p>Title: The Women, Infants and Children – National Universal Product Code (WIC-NUPC)</p> <p>Agency: U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Special Nutrition Programs (SNP), Supplemental Food Program Division (SFPD)</p> <p>NARA Disposal Authority: This schedule authorizes the disposition of the record copy in any media (media neutral). 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>The NUPC database allows product manufacturers and State agencies to access a central repository of product information necessary to support State agency Electronic Benefits Transfer (EBT) implementations of the WIC Program. The system enables product information sharing for the State agencies and participating manufacturers.</p> <p>Disposition Instructions:</p> <p>Item a. <u>Input.</u></p> <p>Manufactures submit product details to the central database for consideration by participating WIC State agencies when they approve products for use. Information is automated in a fill-able and file-able format accessed via the web.</p> <p>Temporary. Delete after information has been transferred to the master file and verified. GRS 20, Electronic Records, Item 1(b)</p> | | |

Item b: Master file/database.

Temporary. Maintain records for 7 years after completion of action, then delete.

~~**Item c:** Outputs and Reports.~~

Electronic: Downloaded and Copied 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.

Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.

Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.

Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, Electronic Records, Items 12(a)&(b).**

Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.

Temporary. Delete from the receiving system or device when no longer needed for processing. **GRS 20, Electronic Records, Item 12c**

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.

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.)~~ **GRS 20, Electronic Records, Item 16**

Item d: System documentation

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.

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