

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09-8	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>RRM</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 e-DRS – Electronic Disqualified Recipient 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Electronic Disqualified Recipient System (e-DRS)</p> <p>Agency: U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Supplemental Nutrition Assistance Program (SNAP)</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 system maintains a database of SNAP recipients who have been disqualified for program violations. The main function exercised by users is to query function, and which allows users to lookup recipients or potential recipients to see if they have been or are currently disqualified. Local and state offices add data on recipients. The purpose of e-DRS is to maintain one central, nationwide database of disqualified recipients.</p> <p>Disposition Instructions:</p> <p>Item 1. Input.</p> <p>Input is keyed into the system or is processed into the system via batch jobs run overnight, from flat files received from states that don't directly enter their data. States can use a variety of secure connection protocols and tools to upload their data to the server. The data is then picked up by the e-DRS database server and processed.</p>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>e-DRS replaces legacy system DRS which was scheduled under FNS code 74, Item c, as subsystem under FSPIIS.</p> </div>

~~Temporary. Delete when the agency determines that they are no longer needed for administrative legal, audit, or other operational purposes. GRS 20, Item 4~~

*GRS 20, Item 2A(4)
GRS 20, Item 2C*

Item 2: Master file/database.

Data submitted by State agencies concerning disqualified food stamp recipients throughout the United States and its territories.

Temporary. Retain until verification of recipient's death or 80 years.

Item 3: Outputs and Reports.

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.

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, 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, Item 12(c).**

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.

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