

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09- 11	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/25/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 A. Romero <i>RAM</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 12 Oct 10	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 9/22/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 FSQCS – Food Stamp Quality Control System (FSQCS)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Stamp Quality Control System (FSQCS)</p> <p>Agency: U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Supplemental Nutrition Assistance Program (SNAP), Program Accountability and Administration Division (PAAD)</p> <p>NARA Disposal Authority:</p> <p>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 purpose of FSQCS is to give the States a vehicle to transmit their State SNAP Quality Control (QC) data to a central Federal data base. The FSQCS process begins when State data is entered into the system by State data entry personnel. The FSQCS software performs data transmission files, and allows conduct of a variety of data manipulations for the analysis of error rates in the payment of SNAP benefit dollars.</p> <p>This system is used to store case information about a sample of household that participate in Supplemental Nutrition and Assistance Program (SNAP). The FSQCS is used to collect and process household data for FNS.</p> <p>Disposition Instructions:</p> <p>Item 1. <u>Input.</u></p> <p>The data is collected by State reviewers by filling out</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>FSQCS replaces legacy system NIOCS covered under FNS Code 77, "National Integrated Quality Control System," authorized under N1-462-95-4</p> </div>	

	<p>FNS Forms 380-1 for active cases and 245 for negative cases. These forms are then forwarded as batch file to State data entry personnel who enter the data into the FSQCS system.</p> <p>Electronic:</p> <p>Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.</p> <p>Paper:</p> <p>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 backup to, the electronic records.</p> <p>Item 2: <u>Master file/database.</u></p> <p>The master file/database contains case information about a sample of households that participate in the Supplemental Nutrition and Assistance Program (SNAP). The FSQCS is used to collect and process household data for FNS. The system does not store personal data.</p> <p>Permanent. Transfer a copy of the database in an approved NARA format (ASCII, flat file) immediately after approval of this schedule. Thereafter, transfer a copy of database in accordance with NARA specifications at the end of the calendar year.</p> <p>Item 3: <u>Outputs and Reports.</u> (Item 3a. is only requesting a reduction in retention from 10 to 5 years.)</p> <p>a. Record copy of Annual Quality Control Report (Quality Control Section).</p>	<p>GRS 20, 2(b)(c)</p> <p>GRS 20, 2a(4)</p> <p>Authority -N1-462-95-4</p>	<p>Agency concurred to reduction from 10 to 5 years - 9/21/2010.</p>
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	<p>Permanent: Transfer to NARA when 5 years old.</p> <p>b. All other output reports. 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.</p> <p>Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <hr/> <p>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.</p> <p>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.)</p> <p>Item 4: <u>System Documentation</u></p> <p>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.</p> <p>Permanent. 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.</p>	<p>GRS 20, 12(a),(b)</p> <p>GRS 20, 16</p> <p>GRS 20, 11a(2)</p>	
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