

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09-12	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Romero <i>RAM</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 13 JUL 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 <u>4</u> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 ALERT – Anti-fraud Locator using EBT Retailer Transactions		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Title: Anti-fraud Locator using EBT Retailer Transactions (ALERT)</p> <p>Agency: U S Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Supplemental Nutrition Assistance Program (SNAP), Benefit Redemption Division (BRD)</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 ALERT System is used to identify instances of transaction activity that could be fraudulent. It is a knowledge based systems that assists investigators to identify and build cases on retailers with suspicious patterns of transactions trafficking</p> <p>Information is based on EBT transaction data, analysis results and retailers that participate in Supplemental Nutrition and Assistance Program. Data on retail firms is obtained from the Agency's Store Tracking and Redemption System known as STARS The transaction data is provided by the State Agencies' EBT processors</p> <p>Disposition Instructions:</p> <p>Item 1. <u>Input</u></p> <p>This system receives information from and sends information to the STARS system - Retailer information (i.e., name, address, ownership, reported</p>		

redemption values, and case histories) are obtained from the STARS system. STARS receives analytical result summary and transaction redemption summary information. In addition, ALERT system receives transaction data on a daily basis from each of the EBT Processing sites. This information is transmitted via networks.

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.

Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.

Temporary. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.

Temporary. Delete after the necessary data have been incorporated into a master file.

Item 2: Master file/database

The master file/database contains transaction data taken from the Electronic Benefit Transfer (EBT) system which includes analysis results and information on retailers that participate in the SNAP (formerly Food Stamp) program. The primary key for

GRS 20,
2(b),(c),(d)

	<p>transaction tables is a database identifier based on FNS number</p> <p>Temporary. Cut off (take a snapshot of) at the end of the fiscal year and destroy 15 years after cut off</p> <p>Item 3: <u>Outputs and Reports</u></p> <p>Standardize reports based on user queries exported to excel— Can be paper or electronic copy generated by user—</p> <p>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>	GRS 20, 12(a),(b)	
	<p>Metadata or reference data which is transferred from a host computer or served to another computer for input, updating or transaction processing operations—</p> <p>●— GRS 20, Item e</p> <p>Temporary. Delete from the receiving system or device when no longer needed for processing—</p>	GRS 20, 12c	
	<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>	GRS 20, 16	

Item 4: 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~~

- GRS 20, Item 11a

~~**Temporary.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~