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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-462-09-14 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Special Nutrition Programs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RAM</i> | 5 TELEPHONE NUMBER (703) 305-2570 | DATE 12/16 | 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 9/23/09 | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 WIC-TIP – The Women, Infants and Children – The Integrity Profile | | |

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| | <p>Title: The Women, Infants and Children – The Integrity Profile (WIC-TIP)</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:</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. 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 data is used at the State level as a management tool and at the national level to provide Congress, the Office of Inspector General, senior program managers, as well as the general public, assurances that program funds are being spent appropriately and that every reasonable effort is being made to prevent, detect, and eliminate fraud, waste and abuse.</p> <p>The data is analyzed by State agencies and FNS. An annual report is prepared by FNS to (1) assess State agency progress in eliminating abusive vendors, (2) assess the level of activity that is being directed to ensure program integrity, and (3) analyze trends over a 5-year period. The information is used at the national level in formulating program policies and regulations. Regional offices review the data to identify possible vendor management deficiencies so that technical assistance can be provided to States, as needed. The States use the information to provide assurances to Governor’s office, and other interested</p> | | |

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| | <p>parties, that WIC fraud issues are being addressed.</p> <p>Disposition Instructions:</p> <p>Item 1. <u>Input.</u></p> <p>Electronic and paper inputs consisting of FNS Forms: 698, State Agency Profile of Integrity Practices & Procedures (PIPP) Report; 699, The Integrity Profile (TIP) Report Form, and 700, the Integrity Profile (TIP) Data Entry Form</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> <ul style="list-style-type: none"> ● GRS 20, Item 2a(4) <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>Master file/database contains information on vendors to include name and address, Vendor ID (FNS number), compliance information, indication information (redemption, volume, participant indicators) and sanction information (reason for sanction, type of sanction)</p> <p>Temporary. Destroy 6 years after termination of the system and successful migration of data or termination of system.</p> <p>Item 3: <u>Outputs and Reports.</u></p> <p>Electronic: Downloaded and Copies Data. Derived</p> | <p>GRS 20, 2(b),(c)</p> <p>GRS 20, 2a(4)</p> <p>GRS 20, 12</p> | |
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~~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.~~

~~**Temporary.** Delete from the receiving system or device when no longer needed for processing.~~

~~**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.~~

- GRS 20, Item 16

~~**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.)~~

~~**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.~~

- GRS 20, Item 11a(1)

~~**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.~~