

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Food and Consumer Service

3. MINOR SUBDIVISION
Information Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Shirley Ward

5. TELEPHONE
(703) 305-2570

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-462-95-4

DATE RECEIVED
1-26-95

- 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
9-25-95

ARCHIVIST OF THE UNITED STATES
John W. Cal

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 7 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE
1-19-95

SIGNATURE OF AGENCY REPRESENTATIVE
Joseph M. Leonard

TITLE
Records Management Officer, FCS

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>This request involves creating a schedule for the following electronic record systems:</p> <p><u>FOOD STAMP PROGRAM INTEGRATED INFORMATION SYSTEM (FSPIIS)</u></p> <p>Supports the administration of the Food Stamp Program via the following subsystems:</p> <p>1. a <u>Coupon Requisition and Inventory Management System (CRIMS)</u></p> <p>1a CRIMS Database. Consists of information submitted from State agencies concerning issuance, reconciliation, and management of food coupons.</p> <p>DISPOSITION: Temporary. Retain online 3 years. Archive off line for an additional 3 years. <i>Retain online 1 year, Archive off-line for an additional 5 years.</i></p> <p>1b. Output Reports.</p> <p>DISPOSITION: Retain until obsolete or superseded.</p> <p><i>MHW OCT - 3 1995</i></p>	<p><i>off-line for an additional 5 years.</i></p> <p><i>Per records officer e-mail dated 7/7/2005</i></p>	

copies to Agency DATE NIX RUE NIA

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<p>1C</p> <p><i>Changed agreed to 8/28/95 as per prospect search</i></p> <p>1D</p> <p>1E</p> <p>1F</p> <p>1G</p> <p>1H</p>	<p><u>2. Store Tracking and Redemption Subsystem (STARS)</u></p> <p>a. STARS Database. Data pertaining to the entire food coupon redemption process, from presentation of coupons in stores to destruction at Federal Reserve Banks. Information entered by field offices includes: stores authorized to redeem coupons as well as data pertaining to open, closed, and pending wholesaler/retailer case investigations.</p> <p>DISPOSITION: Temporary. Retain online 3 years AND Archive off-line for an additional 3 years until obsolete or superseded, whichever is later</p> <p>b. Output Reports.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p> <p><u>3. Disqualified Recipient Subsystem (DRS)</u></p> <p>a. DRS Database. Data submitted by State agencies concerning disqualified food stamp recipients throughout the United States and its territories.</p> <p>DISPOSITION: Temporary. Retain until verification of recipient's death.</p> <p>b. Output reports.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p> <p><u>*. Printer Accountability Subsystem (PAS)</u></p> <p>a. PAS Database. Input data from American Bank Note Corporation providing control and accountability of coupon production status, including printing adjustments and printer inventory quantities.</p> <p>DISPOSITION: Temporary. Retain online 3 years Archive off-line for an additional 3 years.</p> <p>b. Output reports.</p> <p>DISPOSITION: Temporary. Destroy when obsolete or superseded.</p>		

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i. FSPIIS Documentation. Consists of all documentation required for use and support of subsystems.

DISPOSITION: Temporary. Retain until superseded or no longer needed.

j. Grantee Reporting Subsystems. Subsystems which automate reports required periodically from State agencies.

DISPOSITION: Temporary. Retain online 3 years. Archive offline for an additional 3 years.

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	<p>This request involves creating a schedule for the following electronic record system:</p> <p>2. <u>SPECIAL NUTRITION PROGRAMS INTEGRATED INFORMATION SYSTEM (SNPIIS)</u></p> <p>a. <u>Grantee Reporting Subsystems</u>. Seven subsystems which support the entry of program and financial data for the Child Nutrition Programs; the Nutritional Education and Training Program; the Supplemental Food Program for Women, Infants and Children; the Commodity Supplemental Food Program; the Food Distribution Program on Indian Reservations; the Nutrition Program for the Elderly and the Emergency Food Assistance Program.</p> <p>DISPOSITION: Temporary. Retain online 3 years. Archive off-line for an additional 3 years.</p> <p>b. <u>Other Subsystems</u>.</p> <p>DISPOSITION: Temporary. Retain online 3 years. Archive offline for additional 3 years.</p> <p>c. <u>Output Reports</u>.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p> <p>d. <u>SNPIIS Documentation</u>. Consists of all documentation required for use and support of subsystems.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p>		

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3	<p>This request involves creating a schedule for the following electronic record system:</p> <p><u>NATIONAL DATA BANK (NDB)</u></p> <p>a. NDB Database. Database used for analysis and controlled public release of information on all FCS programs. Data is obtained from the Agency's Food Stamp Program Integrated Information System (FSPIIS), Special Nutrition Programs Integrated Information System (SNPIIS), and Agency Financial Management System (AFMS). Information may be used in electronic format or transported and printed into graphs or spreadsheets.</p> <p>DISPOSITION: ^{PERMANENT} Permanent. Transfer to NARA when 10 years old.</p> <p>b. Output reports.</p> <p>1. Annual program summaries.</p> <p>DISPOSITION: ^{PERMANENT} Permanent. Transfer to NARA when 10 years old. <i>Annually</i>.</p> <p>2. All Other Output Reports.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p> <p>c. Related systems documentation. Consists of all documentation required for use and support of database.</p> <p>DISPOSITION: ^{PERMANENT} Permanent. Transfer at time of submission of database to NARA.</p>		

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4	<p>This request involves creating a schedule for the following electronic record system:</p> <p><u>NATIONAL INTEGRATED QUALITY CONTROL SYSTEM (NIOCS)</u></p> <p>a. NIOCS Database. Database used by Food and Consumer Service and Health and Human Services to support quality control requirements for the following three Federal programs: Food Stamp Program, Aid to Families with Dependent Children, and Medicaid. Input from States is used to analyze various error rates for payment of benefit dollars. Data is used to determine where and how to improve the administration of these programs.</p> <p>DISPOSITION: Temporary. Retain on-line 10 years.</p> <p>b. Record copy of Annual Quality Control Report (Quality Control Section).</p> <p>DISPOSITION: Permanent ^{PERMANENT}. Transfer to NARA when 10 years old.</p> <p>c. All other output reports:</p> <p>DISPOSITION: Temporary. Destroy when obsolete or superseded.</p> <p>d. Related Documentation. Consists of all documentation required for use and support of subsystem.</p> <p>DISPOSITION: Temporary. Retain until obsolete or superseded.</p>		

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5 AGENCY FINANCIAL MANAGEMENT SYSTEM (AFMS)

This request involves creating a schedule for the following electronic record system:

a. AFMS Database. Database used to support financial management of FCS. Encompasses the following five functional areas: program accounting, grants management, budget formulation and execution, administrative funds management, and performance measurement.

DISPOSITION: Temporary. Retain 5 years online.

b. Financial Statements. Annual report of agency financial position and results of operations. Includes statement of operations, cash flows, budget and actual expenses.

DISPOSITION: ~~Permanent~~ ^{PERMANENT} Permanent. Chief Financial Officer copy. Transfer to NARA when 10 years old.

Temporary. All other copies. Retain until obsolete, superseded, or no longer needed.

b. Other Output Reports.

DISPOSITION: Temporary. Retain until obsolete or superseded.

c. Related Documentation. Consists of all documentation required for use and support of database.

DISPOSITION: Temporary. Retain until obsolete or superseded.

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This request involves creating a schedule for the following electronic record system:

6 MICRO-ANALYTIC TRANSFER TO HOUSEHOLDS (MATH)

System of computer programs designed to simulate the range of major assistance and tax programs in the country. This model provides for the analysis of how eligibility and participation in assistance programs would be effected by reform proposals. Input data is derived from the Current Population Survey (March Supplement) produced by the Bureau of the Census.

a. Contract Files.

DISPOSITION: Temporary. Transfer to Contract Management Branch at termination of contract for retention of 6 years and 3 months.

b. Printed reports, resultant studies, or other related documentation.

DISPOSITION: Temporary. Retain until obsolete, superseded, or no longer needed.

c. Electronic Files

Equations, programs, and data files that result from queries.

DISPOSITION: Temporary. Retain until obsolete, superseded, or no longer needed.

Kitty Carter - Disposition Changes

From: "Frye, Teresa" <Teresa.Frye@fns.usda.gov>
To: "Kitty Carter" <kitty.carter@nara.gov>
Date: 7/7/2005 8:10 AM
Subject: Disposition Changes

Greetings Kitty

The Food Stamp Program Integrated Information System (FSPIIS) (NI-462-95-4, Item 1), is being retired immediately. The Special Nutrition Programs Integrated Information System (SNPIIS) (NI-462-95-4, Item 2) is being retired the early part of 2006. The National Data Bank (NDB) (NI-462-95-4, Item 3) is and will be the repository for both systems.

Both the FSPIIS and SNPIIS systems have a disposition of retaining the database for ...Retain online 3 years. Archive off-line for an additional 3 years. Since the NDB is now a repository for a great portion of the FSPIIS and SNPIIS dating back to the origins of these systems and the fact that the NDB will continue to be used in place of the FSPIIS and SNPIIS we are requesting to change the disposition for both systems to ...Retain online 1 year. Archive off-line for an additional 5 years. This change would not effect the total 6 year maintenance of the systems for audit purposes. We have also found based on previous requests that the NDB has more than sufficiently provided information needed that was deposited from the FSPIIS and SNPIIS. This change would also be cost effective for FNS because of the expense of having to maintain an unused system for 3 years.

If you need any additional information or questions please let me know.

Thanks!

Teresa M. Frye

Agency Records Officer
Information Administration Branch, ITD
Food and Nutrition Service, USDA
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