

RESNOV 1070 1777

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-462-79-2	
DATE RECEIVED	
July 10, 1979	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-23-79 Date	James E. O'Heil acting Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Agriculture

2 MAJOR SUBDIVISION
Food and Nutrition Service

3 MINOR SUBDIVISION
Headquarters and Region and Field Offices

4 NAME OF PERSON WITH WHOM TO CONFER
Marva Frazier

5 TEL EXT
447-8278

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 21 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE 7/9/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard A. Holmet</i>	E TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p style="text-align: center;"><i>and NN169-74</i></p> <p>This comprehensive records disposition schedule supersedes IINNA 2952 and NN172-149, which have been used by the Food and Nutrition Service, USDA. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p style="text-align: center;"><u>Administrator's Records</u></p> <p><u>Administrator's Reading File</u></p> <p>Arranged Chronologically.</p> <p>Memoranda, correspondence, and related materials signed or originated by the Administrator or the Associate Administrator relating to the functions and activities of FNS.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		<p>3/4 cu. ft/yr 2 1/2 cu. ft. total</p> <p style="text-align: right;"><i>125 items</i></p>

15-107 sent to Agency, NNB, NDF, NNH, NNW, NNR
All FNC's *ML* 8-30-79

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Administrator's Subject File.</u></p> <p>Arranged alphabetically by subject.</p> <p>Copies of memoranda, correspondence, reports, testimony, and other records related to FNS programs, legislation, budget, regional offices, relationships and program progress reports with other agencies, Congress, and the President. Includes memoranda and correspondence signed by the Administrator, and the Secretary of Agriculture.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 10 years old.</p>		5 cu. ft./yr. 10 cu. ft. total
3.	<p><u>Briefing Books</u></p> <p>Arranged chronologically.</p> <p>Briefing books prepared for the FNS Administrator and/or the Secretary of Agriculture for Congressional testimony about legislation or other controversial issues related to FNS programs and activities.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.</p>		1 cu. ft./yr. 2 cu. ft. total
4.	<p><u>Speeches.</u></p> <p>Arranged chronologically.</p> <p>a. Speeches of the FNS Administrator and assistants relating to major FNS programs and/or operations.</p> <p>1. Record copy: PERMANENT. Offer to NARS when 10 years old.</p> <p>2. Other copies: Destroy when 1 year old.</p> <p>b. All other speeches: Destroy when 3 years old. <u>Records Common to all programs</u></p>	IINNA 2952(4)	¼ cu. ft./yr. ½ cu. ft./yr.
5.	<p><u>Instructions.</u></p> <p>Arranged numerically by series number.</p> <p>Formal, internal directives and handbooks issued to implement policy or disseminate information. Their provisions remain in effect until explicitly superseded by later instructions. This item does <u>not</u> include divisional or staff office instructions implementing or supplementing FNS instructions.</p>		

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	<p>a. Record copy of each instruction and all revisions thereof; and each periodic issuance of the subject index of FNS instructions and table of contents of the FNS instructions manual.</p> <p style="padding-left: 40px;">Washington Office: <u>PERMANENT</u>. Offer to NARS when 10 years old.</p> <p>b. All other copies: Destroy when superseded or obsolete.</p> <p>c. Case files for FNS instructions and all revisions thereof, including original submission of instruction, background material supporting need for issuance of instructions, forms documenting clearances and approvals, and printed copies of the instruction and the transmittal notice.</p> <p style="padding-left: 40px;">Washington Office: Transfer to FARO when 5 years old. Destroy when 15 years.</p>		<p>½ cu. ft./yr. 4 cu. ft./ total</p>
6.	<p><u>Notices</u>. Formal, internal issuance distributed to disseminate information of a temporary and transient certain date, usually six months or less.</p> <p>a. Notices. All Offices: Destroy when superseded or obsolete.</p> <p>b. Case files for FNS notices, including original submission of notice, background material supporting need for issuance of notice, drafts, forms documenting clearances and approvals, and printed and camera copies of the notice.</p> <p style="padding-left: 40px;">Washington Office: Destroy when 1 year old.</p>		
7.	<p><u>FNS Monthly Issuance Check Lists</u>. These check lists show all issuances during the month, prescribe pen-and-ink changes in existing instructions, and announce the supersession or cancellation of instructions.</p> <p>a. Check lists. Washington Office: Destroy when 3 years old.</p> <p>b. Background material and working papers. Washington Office: Destroy when 2 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p><u>Weekly Activity Reports.</u> Reports forwarded to USDA in lieu of an annual report. USDA uses these to prepare the FNS portion of the USDA annual report.</p> <p>a. Final report.</p> <p style="padding-left: 40px;">Washington Office: Transfer to FARC when 3 years old. Destroy when 5 years^g old.</p> <p>b. Input.</p> <p style="padding-left: 40px;">Washington Office: Destroy when 2 years old.</p>		
9.	<p><u>Committee, Conference and Task Force Records.</u></p> <p>a. Records relating to establishment, organization, membership and policy.</p> <p>1. Interagency, advisory or international committee.</p> <p style="padding-left: 40px;">Washington Office: Permanent. Offer to NARS when 10 years old.</p> <p>2. Internal committees.</p> <p style="padding-left: 40px;">Destroy 2 years after termination of committee.</p> <p>b. Records created by committees.</p> <p>1. Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees and national conferences.</p> <p>a. Records of the sponsor or Secretariat.</p> <p style="padding-left: 40px;">Washington Office: Permanent. Offer to NARS when 10 years old.</p> <p>b. All other copies.</p> <p style="padding-left: 40px;">Destroy when 3 years old or when no longer needed for reference.</p> <p>2. All other committee records</p> <p style="padding-left: 40px;">Destroy when 3 years old or when no longer needed for reference.</p>	<p>GRS16-12</p>	<p>½ cu. ft./yr. 7 cu. ft. total</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
10.	<p><u>Interagency Correspondence</u></p> <p>Arranged alphabetically by Federal agency.</p> <p>a. Agency case files consisting of memoranda, correspondence, reports, and other records relating to the President and other Federal agencies and their relationships with FNS programs. Includes information related to policy and planning formulation.</p> <p>1. Official Copy.</p> <p style="padding-left: 40px;">Washington Office: Permanent. Offer to NARS when 10 years old.</p> <p>2. Other Offices: Destroy when 3 years old.</p> <p>b. Memoranda, correspondence, reports, and other records relating to routine matters with Federal, state, and local agencies, universities, companies, and individuals.</p> <p style="padding-left: 40px;">All Offices: Destroy when 5 years old.</p>		3 cu. ft./yr.
11.	<p><u>Issue Papers.</u></p> <p>Arranged alphabetically by subject.</p> <p>Prepared for discussion at the Secretarial, Administrator's or Divisional levels, these contain projected costs of a proposed program and reasons for and against starting the program. They may become the basis for new policies.</p> <p style="padding-left: 40px;">Washington Office: <u>PERMANENT</u>. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.</p>		1 cu ft./yr. 7 cu. ft. total
12.	<p><u>Policy Memoranda Files.</u></p> <p>Arranged numerically by memoranda number.</p> <p>Internal memoranda at the division or branch level with the national office and the regional offices related to policy and procedures of the family nutrition programs and special nutrition programs. These programs include nutritional and technical services, school programs, child care and summer programs, supplemental food programs, food distribution, program development, performance reporting and federal operations.</p> <p>a. Washington Office: PERMANENT. Offer to NARS when 15 years old.</p>		8"/yr. 2 cu. ft. total

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13.	<p>b. All Other Offices: Destroy when superseded or obsolete.</p> <p><u>Program Evaluation Studies.</u></p> <p>Arranged alphabetically by subject.</p> <p>Broad, substantial and long-range studies of FNS programs to determine the extent to which these programs are achieving their objectives. They are generally prepared by a contractor but occasionally by FNS personnel and most are published. They often contain recommendations that may affect FNS policy and/or legislation.</p> <p>a. Final report and summaries.</p> <p>(1). Washington Office: <u>PERMANENT</u>. Offer to NARS when 10 years old. (2). Regional Office: Transfer to FARC 3 years old. Destroy when 8 years old.</p> <p>b. Quarterly reports prepared by contractors.</p> <p>(1). Washington Office: Destroy when 3 years old.</p> <p>(2). Regional and Field Offices: Destroy when 1 year old or when no longer needed for reference.</p>		6" yr.
14.	<p><u>Publications.</u></p> <p>Arranged numerically by series number.</p> <p>Information publications supplied to individuals or institutions outside the Agency. Includes pamphlets and booklets (excluding Departmental publications series and publications printed by the Government Printing Office) explaining the functions of the Agency or various aspects.</p> <p>a. Master set. Washington and Regional Offices: <u>PERMANENT</u>. Transfer to FRC when 5 years old. Offer to NARS when 10 years old.</p> <p>b. Other copies including Departmental and GOP-printed publications). All Offices: Destroy when superseded or obsolete.</p>	IINNA 2952(4)	1/4 cu ft. / yr.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<p><u>State Agency Policy File</u> - Position papers, memoranda, and reports dealing with policy formulation and interpretation in the areas of certification, issuance, accountability, and outreach. Arranged alphabetically by state.</p> <p>Washington Office: Permanent. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.</p>		½ cu. ft./yr.
16.	<p><u>State Plans of Operations.</u></p> <p>Arranged alphabetically by state.</p> <p>Plans, exhibits, amendments, instructions, and correspondence relating to negotiations between FNS and the individual States. These plans, prepared by state document the operations of the programs in each State. Includes food stamp authorizations.</p> <p>a. Washington Office: <u>PERMANENT</u>. Transfer to FARC when superseded or obsolete. Offer to NARS 15 years after superseded or obsolete.</p> <p>b. Regional Offices: Transfer to FARC when 5 years old. Destroy when 15 years old.</p>		1 cu. ft./yr. 200 cu. ft. total
17.	<p><u>Disater Relief File</u></p> <p>Memoranda, correspondence, reports, and other records related to FNS efforts and plans to provide for assistance by donating foods to victims of disasters.</p> <p>a. Washington Office: Transfer to FARC when 4 years old. Destroy when 10 years old.</p> <p>b. Regional Office: Transfer to FARC when 3 years old. Destroy when 5 years old.</p> <p>c. Field Office: Transfer to FARC when 2 years old. Destroy when 4 years.</p>		

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18.	<p><u>Administrative Review Case Files.</u> These records are created when a retailer or wholesaler requests an administrative review of an adverse decision relative to participation in the food stamp program. These items do not include cases that are reopened as judicial review cases.</p> <p>a. Washington Office: Transfer to FARC 3 years after case is closed. Destroy 6 years after case is closed.</p> <p>b. Regional Office: Transfer to FARC 1 year after case is closed. Destroy 5 years after case is closed.</p>		
19.	<p><u>Judicial Review Case Files.</u> Records containing information on a retailer when he is dissatisfied with the outcome of the administrative review of his case, he may commence legal action, at which time his administrative review case file is reopened and made part of the judicial review case file.</p> <p>Washington Office: Transfer to FARC 3 years after case is closed. Destroy 6 years after case is closed.</p>		
20.	<p><u>Legal Case Files.</u> Including class action and third party suits against either state agencies in state courts or against the Secretary of Agriculture but excluding suits brought by retailers suspended from participation in the food stamp program.</p> <p>Washington Office: Transfer to FARC 1 year after case is closed. Destroy 5 years after case is closed.</p>		
21.	<p><u>Legislative History Files.</u> Position papers, legislative proposals, reports to Congress, testimony and similar records relating to legislation concerning FNS.</p> <p>Washington Office: Transfer to FARC when 5 years old. Destroy when 15 years old.</p>	IINNA 2952(4)	

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22.	<p><u>Controlled Correspondence Files.</u></p> <p>Arranged alphabetically by subject.</p> <p>Correspondence, memoranda, reports and other records related to Congressional inquiries and other correspondence sent to the Secretary of Agriculture which is controlled by Secretary's records. Includes memoranda and correspondence about various FNS programs signed by the Administrator, Assistant Secretaries, or the Secretary of Agriculture.</p> <p>a. Washington Office - Official Copy: PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.</p> <p>b. Other Offices: Destroy when 1 year old.</p>		3 cu. ft./yr.
23.	<p><u>Correspondence Logs</u></p> <p>Logs for incoming, outgoing, and jacketed or controlled correspondence:</p> <p>Washington Office: Destroy when no longer needed for reference.</p>		
24.	<p><u>Audits and Investigations.</u> Conducted by FNS and the USDA Office of Inspector - General Forwarded to FNS for necessary action. Includes "significant disclosure cases."</p> <p>a. Washington Office: Transfer to FARC 2 years after case is closed. Destroy 4 years after case is closed.</p> <p>b. Regional and Field Office: Transfer to FARC ^{when} 1 year old. Destroy when 3 years old.</p>	IINNA 2952(6)	
25.	<p><u>GAO Audits, Surveys, Reports and Studies.</u> Generally undertaken at the request of Congress, these are reports on the management and operations of FNS.</p> <p>a. Washington Office: Destroy when 5 years old.</p> <p>b. Regional Office: Destroy when 3 years old.</p>		

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26.	<p><u>Regional Correspondence Files.</u></p> <p>Memoranda, routine, correspondence, reports, and other records related to the regions on topics such as report of a contact, change of address, or acceptance of a compliance case.</p> <p>All Offices: Destroy when 2 years old.</p>		
27.	<p><u>Program Operations Studies.</u> Prepared either inhouse or by contactor. These are narrower in scope than Program Evaluation Studies and focus on the operations of an individual division or program.</p> <p>a. Final report, published or manuscript.</p> <ol style="list-style-type: none"> 1. Washington Office: Transfer to FARC when 2 years old. Destroy when 10 years old. 2. All ^{other} Offices: Transfer to FARC when 1 year old. Destroy when 5 years old. <p>b. Working papers.</p> <p>Destroy 2 years after report is completed.</p>		
28.	<p><u>Special Studies.</u> Short term studies generally prepared in reply to specific inquiries from individual members of Congress or FNS administrators. These studies, which are usually statistical in nature, are not based on original statistical work but instead use statistical information developed previously and available in other FNS reports.</p> <p>Washington Office: Destroy when 3 years old.</p>		
29.	<p><u>Title IV of Civil Rights Act Files.</u> Includes investigations of complaints of discrimination by the public, especially regarding the issuance of food stamps; <u>compliance reviews</u> to insure that FNS programs are being carried out in a non-discriminatory manner; and periodic reports from regional offices on their civil rights programs.</p> <p>All Offices: Destroy 3 years after case is closed.</p>		

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30.	<p><u>Preliminary Management Information and Analysis Reports (PMI).</u></p> <p>a. Monthly statistical reports on all program activities such as fundings, meals, participation schools, state agencies and etc.</p> <p>Washington Office: Transfer to FARC when 3 years old. Destroy when 5 years old.</p> <p>b. Final Reports.</p> <p>Washington Office: Destroy when 10 years old.</p>		
31.	<p><u>Emergency Planning Reports</u></p> <p>Agency reports of operation tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of test conducted under emergency plans.</p> <p>Washington Office: Destroy 3 years after superseded or obsolete.</p>	GRS 18-31	
32.	<p><u>Emergency Planning Case Files</u></p> <p>Case files accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a record copy of each plan or directive issued, with related background papers.</p> <p>Washington Office: Destroy 3 years after superseded or obsolete.</p>	GRS 18-28	
33.	<p><u>Biographies</u></p> <p>Arranged alphabetically by name.</p> <p>Abstracts, photographs, obituary materials and other materials relating to important FNS personnel.</p> <p>a. Washington Office: Destroy when 10 years old.</p> <p>b. All other Offices: Destroy when no longer needed for reference.</p>		
34.	<p><u>Press Clippings</u></p> <p>All Offices: Destroy when 1 year old.</p>		

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35.	<p><u>Exhibits</u></p> <p>Oversize Displays</p> <p>Accepted and Rejected: Destroy when no longer needed for reference.</p>		
36.	<p><u>Eligibility Standards and Applications.</u></p> <p>Correspondence, memoranda and other records relating to eligibility standards.</p> <p>Destroy when 5 years old.</p> <p style="text-align: center;"><u>Food Distribution Program</u></p>		
37.	<p><u>Food Distribution Division Subject Files</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports and other records related to food distribution, commodities, purchasing and shipping of donated foods, regional operations of programs, and various food distribution programs such as to the elderly, Indians, etc. Includes correspondence signed by the Administrator, FNS national and regional office directors, Division Director, deputy Administrator.</p> <p>a. Washington Office: PERMANENT. Offer to NARS when 10 years old.</p> <p>b. Regional Office: Transfer to FARC when 3 years old. Destroy when 7 years old.</p>	NN172-149 (39-41)	½ cu. ft./yr.
38.	<p><u>FNS Distribution Advice Slip.</u> Shows distribution action requested by office concerned together with copy of issuance of officer and agencies outside FNS.</p> <p>Washington Office: Destroy with attached issuance when it is obsolete or superseded or no longer needed for reference, whichever is earliest.</p>		

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39.	<p style="text-align: center;"><u>Family Nutrition Programs</u></p> <p><u>Food Stamp Coupon Claims</u></p> <p>a. Claims for coupons lost in transit.</p> <p style="padding-left: 40px;">Washington and Regional Offices: Destroy 5 years after claim is approved or denied.</p> <p>b. Recipients' claims for new coupons in place of old.</p> <p>Washington and Regional Offices: Destroy 3 years after claim is approved or denied.</p> <p>c. Investigations of counterfeiting or theft of coupons.</p> <p style="padding-left: 40px;">(1) Postive investigations</p> <p>Washington Office: Destroy 3 years after close of case.</p> <p style="padding-left: 40px;">(2) Negative investigations. Washington Office: Destroy 1 year after close of case.</p>		
40.	<p><u>Obligation Coupons</u>. Requisitions for production and distribution of food stamp coupons.</p> <p>Washington Office: Destroy when 1 year old.</p>		
41.	<p><u>Recipient Claim Case Files</u>. Reports on Food Stamp participants who receive Food Stamp coupons illegally. Audited by states.</p> <p>a. Paid Claims - State Office: Destroy 6 years 3 months after claims is paid.</p> <p>b. Non paid Claims - State Office: Transfer to FARC when 3 years old. Destroy when 6 years 3 months old.</p>		

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42.	<p><u>Performance System Reports.</u> Reports prepared by FNS on all aspects of food stamp program systems and operations in the states. Includes information on certification procedures, issuance services, staffing, training, federal reviews, security and control of accountable documents and coupons.</p> <p>a. Final Reports. (1) Washington Office: Transfer to FARC when 5 years old. Destroy when 10 years old. (2) Regional Office: Transfer to FARC when 2 years old. Destroy when 5 years old.</p> <p>b. Input and interim reports. (1) Washington Office: Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (2) Regional Office: Destroy when 1 year old.</p>		
43.	<p><u>Performance Reporting Systems Report.</u> (Formerly Quality Control Reports)</p> <p>Arranged chronologically.</p> <p>Semi-annual statistical reports prepared by the State documenting the percentage of ineligible households receiving food stamps. Includes a national semi-annual report, State semi-annual reports, monthly progress reports and other interim reports.</p> <p>a. Semi-annual summary report.</p> <p>(1) Washington Office: <u>PERMANENT</u>. Transfer to FARC when 1 year old. Offer to NARS when 15 years old.</p> <p>(2) All Other Offices: Destroy when 5 years old or when no longer needed for reference whichever is sooner.</p> <p>b. All other reports.</p> <p>(1) Washington Office: Destroy when 3 years old or when no longer needed for reference, whichever is sooner.</p> <p>(2) Regional Office: Destroy when 2 years old.</p>		29/yr.
44.	<p><u>Mail Issuance Reports.</u> Reports on food stamp coupons lost or stolen in the mail.</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>b. Regional Office: Destroy when 2 years old.</p>		

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45.	<p><u>Retailer-Wholesaler Investigative Case Files.</u></p> <p>Investigations undertaken by the USDA Office of Inspector General at the request of the FNS regional office to determine if a retailer or wholesaler is violating the provisions of the food stamp program.</p> <p>a. Positive case.</p> <ol style="list-style-type: none"> 1. Washington Office: Transfer to FARC 1 year after case is closed. Destroy 4 years after case is closed. 2. Regional Office: Transfer to FARC when 1 year old. Destroy when 3 years. <p>b. Negative case.</p> <p>. All Offices: Destroy 1 year after case is closed.</p>		
46.	<p><u>Retailer - Wholesaler Correspondence Files - Correspondence,</u> reports and other records relating to the authorization and supervision of firms participating in Food Stamp Program.</p> <p>a. Washington Office: Transfer to FARC when 10 years old. Destroy when 15 years old.</p> <p>b. Regional Office: Transfer to FARC when 3 years old. Destroy when 7 years old.</p>		
47.	<p><u>Transfer Income Model (TRIM).</u> A computer simulation consisting of a number of special computer routines designed to assess policy proposals bearing on income assistance and federal tax programs. This model provides the capability of processing a large number of households to determine the cost per household of the food stamp program and how well they meet the varying food stamp eligibility criteria. Includes computer routines, policy and procedural documentation reports and resultant studies.</p>		

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48.	<p>Washington Office:</p> <ul style="list-style-type: none"> a. Offer a reference copy to NARS annually with the Food Stamp Household Characteristics machine-readable records. b. Update agency copy as needed. <p><u>Food Stamp Participation System.</u> Machine-readable records containing summary data at state and county levels on numbers of households, numbers of people receiving food stamps under public assistance and non-public assistance programs. Also contains the dollar value of food stamps and dollar value of bonus coupons for all participating individuals and households.</p> <p>Washington Office: Destroy after third update cycle.</p>		
49.	<p><u>Work Registration System.</u> Machine-readable records containing data on reductions and terminations of benefits and on registration activity for the Food Stamp program.</p> <p>Washington Office: Destroy after third update cycle.</p>		
50.	<p><u>Federal Operations Division - Compliance Branch Subject Files.</u></p> <p>Memoranda, routine correspondence, reports and other records related to case numbers, sampling methods, notification of investigation, personnel, and the reporting of the disposal of items purchased with food coupons during compliance investigations.</p> <p>Washington and Field Offices: Destroy when 2 years old.</p>		
51.	<p><u>Profiles of Households Participating in the Food Stamp Program.</u> Annual reports prepared from daily statistical reports showing number of households participating in the food stamp program and amounts paid. <i>Also known as Survey Characteristics of Food Stamp Households.</i></p> <ul style="list-style-type: none"> a. Machine-readable records containing data on the economic characteristics of a national sample of Food Stamp Household. <p>Washington Office: <u>PERMANENT</u>. Offer to the NARS annually.</p> <ul style="list-style-type: none"> b. Paper copy. <p>Washington Office: Destroy when 5 years old or when no longer needed for reference.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
52.	<p><u>Survey of Characteristics of Food Stamp Household.</u> Annual reports prepared from data collected from case files of households certified as eligible for participation in the food stamp program.</p> <p>a. Machine-readable records, transfer to FARC when 1 year old. Destroy when 5 years old.</p> <p>b. Paper copy. Destroy when no longer needed for reference.</p> <p style="text-align: center;"><u>Special Nutrition Programs</u></p>		WITHDRAWN
53.	<p><u>Policy and Program Development Branch Subject Files..</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports, and other records related to questions of Women, Infants, and Children (WIC) program eligibility and various food products in the WIC program.</p> <p>a. Washington Office: <u>PERMANENT</u>. Offer to NARS when 15 years old.</p> <p>b. Regional Office: Transfer to FARC when 2 years. Destroy when 4 years old.</p>		2 cu. ft./yr. 4 cu. ft. total
54.	<p><u>School Programs Division Subject Files.</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports, and other records related to policy, program review, and financial assistance to public and non-profit private schools to operate school lunch programs.</p> <p>a. Washington Office: <u>PERMANENT</u>. Offer to NARS when 15 years old.</p> <p>b. Regional Office: Transfer to FARC when 2 years old. Destroy when 4 years old.</p>		1 cu. ft./yr.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
55.	<p><u>Technical Workshop Files</u>. Syllabus, lecture notes and other materials used in university and college workshops conducted by FNS.</p> <p><u>PERMANENT</u>. Offer to NARS when 10 years old.</p>		<p>1 cu. ft./yr. 8 cu. ft./ total</p>
56.	<p><u>Nutrition Training and Developmental Studies and Surveys</u>.</p> <p>Arranged alphabetically by title.</p> <p>Projects, studies and surveys created as a result of grants to states and contractual agreements under Section 6 of the National School Lunch Act, and development projects undertaken under Section 10 of the National Child Nutrition Act, to improve the nutritional training of school food service personnel and increase the efficiency of Child Nutrition Programs.</p> <p>a. Washington Office: Final report. <u>PERMANENT</u>. Transfer to FARC when 3 years old. Offer to NARS when 10 years old.</p> <p>b. Washington Office: Quarterly reports prepared by contractors: Transfer to FARC 3 years after final report is completed. Destroy 10 years after final report is completed.</p>		<p><i>cu. ft. 1/yr.</i></p>
57.	<p><u>Reports of Payments to Schools</u>. Periodic reports of reimbursements to schools participating in the child nutrition programs.</p> <p>a. Machine-readable records containing data on the child feeding and other special feeding programs. Includes information such as total numbers of breakfasts, lunches, suppers, and cartons of milk served to adults and children by each private school or organization. Also includes financial data on funds available to each organization and expenditures claimed by each.</p> <p>All Offices: Destroy after third update cycle or when no longer needed for program analysis.</p> <p>b. Microfiche: (1) Washington Office: Destroy when 4 years old or when no longer needed for reference whichever is sooner.</p> <p>(2) Regional Office: Destroy when 2 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
58.	<p>c. Printout: All Offices: Destroy when superseded.</p> <p><u>Technical Assistance Project Files.</u> Case files documenting technical assistance by FNS to state and local, public, and private agencies.</p> <p>Destroy when 10 years old.</p> <p style="text-align: center;"><u>Financial Management Programs</u></p>		
59.	<p><u>Financial Management Policy Program File.</u></p> <p>Arranged alphabetically by subject.</p> <p>Correspondence, reports and other records documenting the evolution of the financial management policies governing the food stamp program.</p> <p>Washington Office: <u>PERMANENT</u>. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.</p>		3/4 cu. ft./yr 3 cu. ft. total
60.	<p><u>Budget Estimates.</u> Correspondence, reports and other material documenting the way in which FNS arrives at its annual budget estimate.</p> <p>a. Formal correspondence and final estimate.</p> <p>Washington Office: Transfer to FARC when 5 years old. Destroy when 15 years old.</p> <p>b. Informal workpapers and other background material.</p> <p>1. Washington Office: Destroy 1 year after close of the fiscal year covered by the budget.</p> <p>2. Regional Office: Destroy when 1 year old.</p>		
61.	<p><u>State Agency Budget Cost Allocation Plans</u></p> <p>Advance planning documents and budget requests for funds administering FNS programs allocations of costs between state agency and participating agencies, and requests for funds for automated data processing services.</p> <p>Washington and Regional Offices: Destroy when 3 years old.</p>		

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62.	<p><u>Federal Geographic Outlay Report.</u> Prepared and forwarded to the Community Services Administration for consolidation and publication, this report shows the financial outlay of FNS by program and by county. It is submitted in computer tape form.</p> <p>a. Final report. Destroy when 2 years old.</p> <p>b. Input information (FNS Form 360): Destroy when no longer needed for reference.</p>		
63.	<p><u>Financial History File.</u> Obligation reports, reports to the U.S. Treasury, correspondence and other records relating to the apportionment, allotments and payments of monies. This file documents the financial activities of FNS since its inception.</p> <p>Washington Office: Transfer to FARC when 10 years old. Destroy when 15 years old.</p>		
64.	<p><u>Incoming Checks.</u> To protect against fraud, all incoming checks from any source are microfilmed before they are cashed. The original check, of course, is returned to the payer after cancellation.</p> <p>Washington Office: Destroy microfilm when 10 years old.</p>		
65.	<p><u>Letters of Credit.</u></p> <p>Documents issued to regional dispersing offices authorizing a state agency to draw funds from the U.S. Treasury.</p> <p>Regional Office: Destroy when 2 years old.</p>		
66.	<p><u>Forms Files.</u></p> <p>a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.</p> <p>Destroy 10 years after superseded or obsolete.</p> <p>b. Working papers, background materials, requisitions, specifications, processing data, and control records.</p> <p>Destroy when related form is discontinued, superseded, or cancelled.</p>		

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67.	<p style="text-align: center;"><i>Audiovisual Records of FNS Information Office</i></p> <p>Black & White Photographs</p> <p>Program Photographs. Consists of enlargements and contact sheets of negatives in the OGPA photo lab. Arranged by subject/program activity.</p> <p>PERMANENT. Break files every 10 years and offer to NARS 10 years thereafter.</p>		½ cu. ft./yr.
68.	<p>Color Photographs</p> <p>Color transparencies arranged by subject/program activity.</p> <p>PERMANENT. Break file every 5 years and offer to NARS 5 years thereafter.</p>		½ cu. ft./yr.
69.	<p>Audio Recordings</p> <p>Sound recordings made off-the-air of interviews, and other program formats for administrative convenience while monitoring press treatment of FNS.</p> <p>Erase for reuse when no longer needed for administrative use.</p>		
70.	<p>Video Recordings</p> <p>Recordings made of television programs consisting of interviews and other program formats for administrative convenience while monitoring press treatment of FNS.</p> <p>Erase for reuse when no longer needed for administrative use.</p>		