

## Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2013-0001
Schedule Status	Approved
Agency or Establishment	Office of the Secretary of Defense
Record Group / Scheduling Group	Records of the Office of the Secretary of Defense
Records Schedule applies to	Major Subdivision
Major Subdivision	OUSD Personnel and Readiness
Minor Subdivision	ASD Health Affairs/TRICARE Management Activity
Schedule Subject	Overseas Participant Information Management System, Women, Infants, and Children program.
Internal agency concurrences will be provided	No
Background Information	<p>PIMSWIC is the TRICARE Management Activity (TMA) electronic information system that automates the processes for determining eligibility for the Department of Defense (DoD) Women, Infants, and Children (WIC) Overseas Program and administering program benefits. The DoD WIC Overseas Program provides supplemental nutritious food, nutrition counseling and education, nutrition-health screening and related referrals to other community and health agencies to eligible program beneficiaries including United States Armed Forces personnel, civilian employees, and contractors assigned overseas, and their family members. Individuals eligible for the WIC Overseas Program include pregnant women, breastfeeding mothers up to one year after the birth of their child, postpartum women (not breastfeeding) up to six months after birth of their child, and children from birth to five years of age. Financial components and nutritional/medical risks are also assessed as part of the eligibility process. Once eligible beneficiaries enroll in the WIC Overseas Program, they receive nutrition counseling, educational materials and drafts which they can redeem for specific nutritious foods (The WIC Overseas Program generally issues drafts to eligible beneficiaries for up to three months and they are redeemable at overseas commissaries or Navy Exchange Marts (NEXMARTS)). In addition, WIC Overseas Program staff refers beneficiaries to appropriate community resources and medical treatment providers as necessary.</p> <p>All PIMSWIC local files (hard copy format) are maintained at their respective overseas program site until the beneficiaries are</p>

terminated (no longer active) from the program Upon six months of inactivity, the overseas program sites transfer all local hard copy files to the Women, Infants and Children (WIC) Overseas Program, Choctaw Contracting Services in San Antonio, TX (consolidated files) for retention based on the official disposition requirements

PIMSWIC data maintained in electronic format is considered a duplicate copy of the hard copy record information and will be destroyed when no longer needed for business purposes/functions Specifically, PIMSWIC electronic files at the Women, Infants and Children (WIC) Overseas Program, Choctaw Contracting Services in San Antonio, TX (consolidated files) will be destroyed 3 years after termination (no longer active) and local electronic files are deleted 1 year after termination

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2013-0001

Sequence Number	
1	Overseas Participant Information Management System, Women, Infants, and Children program. (PIMSWIC) Consolidated and Local File (Hard Copy) Disposition Authority Number DAA-0330-2013-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 405 1518 478"><b>Overseas Participant Information Management System, Women, Infants, and Children program (PIMSWIC) Consolidated and Local File (Hard Copy)</b></p> <p data-bbox="373 489 1518 518">Disposition Authority Number      DAA-0330-2013-0001-0001</p> <p data-bbox="373 541 1518 982">The consolidated and local files include but are not limited to beneficiary personally identifiable information and protected health information, program participant name and/or participant sponsor's name, date of birth, truncated Social Security Number (SSN), mailing address, telecommunications numbers (e.g., mobile, fax, telephone), nutrition education notes, e-mail address, military status and supporting information, household income, data assessing nutritional risks and medical data including (but not limited to) anthropometric data (height or stature and weight), biochemical data (hematocrit or hemoglobin), and dietary data (feeding and nutrition practices). In addition, the records include the WIC Overseas Program beneficiary's medical history data including history of pregnancy, food allergies, medical conditions (i.e., asthma, diabetes, lactose intolerance, etc.) and related information.</p> <p data-bbox="373 993 1518 1022">Final Disposition                      Temporary</p> <p data-bbox="373 1045 1518 1075">Item Status                              Active</p> <p data-bbox="373 1098 1518 1127">Is this item media neutral?        Yes</p> <p data-bbox="373 1150 1518 1276">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="373 1287 1518 1381">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="373 1413 1518 1442"><b>Disposition Instruction</b></p> <p data-bbox="373 1476 1518 1654">Cutoff Instruction                      Cut off hard copy records upon termination of participant's eligibility or withdrawal of participant from WIC Overseas Program and transfer to consolidated PIMSWIC Facility in San Antonio, TX after 6 months</p> <p data-bbox="373 1665 1518 1694">Retention Period                      Destroy 3 year(s) after Cutoff</p> <p data-bbox="373 1728 1518 1757"><b>Additional Information</b></p> <p data-bbox="373 1791 1518 1820">GAO Approval                          Not Required</p>

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

### Signatory Information

Date	Action	By	Title	Organization
10/22/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/04/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
04/29/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/30/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/01/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist