Records Schedule: DAA-0462-2013-0001

Request for Records Disposition Authority

Records Schedule Number

DAA-0462-2013-0001

Schedule Status

Approved

Agency or Establishment

Department of Agriculture

Record Group / Scheduling Group

Records of the Food and Nutrition Service

Records Schedule applies to

Agency-wide

Schedule Subject

State Systems' Comprehensive Outlook and Unified Tracker

(SCOUT)

Internal agency concurrences will

be provided

No

Background Information

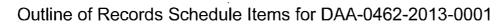
The Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Child Nutrition Programs (CNP) and Food Distribution Programs (FDP). The System will be used by the SSO virtual team located throughout the nation in some of the FNS regional offices and

a field office.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval



Sequence Number	
1	State Systems' Comprehensive Outlook and Unified Tracker (SCOUT)
1.1	Master File/Database Disposition Authority Number: DAA-0462-2013-0001-0001

Records Schedule Items

Coarrona	Nimahar
Sequence	number

State Systems' Comprehensive Outlook and Unified Tracker (SCOUT) The SCOUT system will allow the SSO the ability to track, manage and forecast activity on all SSO areas of responsibility, including the approval and monitoring of State Advance Planning Documents (APD), Oversight Committee (OSC) decisions, State project risk profiles, and Priority, Policy, and Management (PPM) activities, all of which are currently tracked using several different tools and systems.

1.1 Master File/Database

Disposition Authority Number

DAA-0462-2013-0001-0001

Contains a combination of Priority, Policy and Management (PPM) and State projects that include all of the Advance Planning Documents and acquisition requests and contracts. The information will span to multiple years; the information kept in the system will be for the nation, including U.S. territories and Indian Tribal Organizations. The data will be arranged based on State projects and Priority, Policy, and Management (PPM) activities. The System will capture versioning and will have metadata and summary data based on the metadata.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

1 63

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

Retention Period Destroy 5 year(s) after closure of project

Additional Information

GAO Approval Not Required



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	Ву	Title	Organization
04/30/2014	Certify	Michael Short	FNS Records Progra m Management	Food, Nutrition and Consumer Services - FNS
04/30/2014	Return for Revisio n	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/01/2014	Submit For Certific ation	Angela Truax	Records Manageme nt Analyst	Food and Nutrition Service - Information Management Branch
05/02/2014	Certify	Michael Short	FNS Records Progra m Management	Food, Nutrition and Consumer Services - FNS
07/01/2014	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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