Request for Records Disposition Authority

Records Schedule Number
DAA-0462-2016-0001

Schedule Status
Approved

Agency or Establishment
Food and Consumer Services

Record Group / Scheduling Group
Records of the Food and Nutrition Service

Records Schedule applies to
Agency-wide

Schedule Subject
Supplemental Nutrition Assistance Program – Quality Control System (SNAP-QCS) and Regional Office Quality Control Tracking System (ROQCTS)

Internal agency concurrences will be provided
No

Background Information
The program supported is SNAP. The system is used by state agency and FNS regional office SNAP QC personnel. The system collects data relating to State Quality Control review of SNAP households and household applications. The system allows for data entry, data transmission, data calculation, data validation, and scanned and ad hoc report generation.
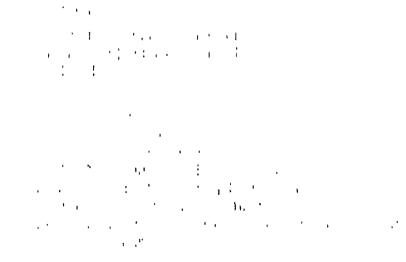
Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0462-2016-0001

Sequence Number	
1	Master File/Database
	Disposition Authority Number: DAA-0462-2016-0001-0001

Records Schedule Items

Sequence Number	
1	**Master File/Database**

Disposition Authority Number   DAA-0462-2016-0001-0001

The SNAP-QCS State System and ROQCTS contain personal information regarding any household that receives SNAP benefits. This information includes Personally Identifiable information (PII) as well as demographic information. The SNAP-QCS Systems also contain documentation which supports the cases. Examples of these documents include but are not limited to: Birth Certificates, Bank Statements, Social Security Cards, Utility Bills. The SNAP-QCS Systems have been online since the start of FY 2011 and cover the entire United States as well as its territories. The SNAP-QCS Systems do allow for superseded information to be saved in the form of new revisions for the FNS 380/380-1 and FNS-245. When a new revision is created that data is the one utilized by the system and all previous revisions data becomes read only. The SNAP-QCS Systems contain both microdata in terms of the individual characteristics of the SNAP recipients and the inclusion of their PII amongst other information and summary data. The FNS-380 is a good example of a microdata form, where the FNS-380-1 is the summary form of the FNS-380. Information Content is obtained from: FNS-380 FNS 380-1 FNS 245

Final Disposition	**Temporary**
Item Status	**Active**
Is this item media neutral?	**No**
Explanation of limitation	The records are solely in electronic format,
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	**Yes**
Do any of the records covered by this item exist as structured electronic data?	**Yes**
Disposition Instruction	
Retention Period	Destroy immediately after 3 years old
Additional Information	
GAO Approval	Not Required

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
04/08/2016	Certify	Angela Truax	Records Management Analyst	Food and Nutrition Service - Information Management Branch
04/12/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/12/2016	Submit For Certification	Angela Truax	Records Management Analyst	Food and Nutrition Service - Information Management Branch
04/12/2016	Certify	Angela Truax	Records Management Analyst	Food and Nutrition Service - Information Management Branch
06/21/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist