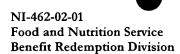
REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER 111-462-02-01		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION			N1-462-02-01 Date received $2/11/2002$		
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			2/11/2002		
FROM (Agency or establishment) Department of Agriculture			NOTIFICATION TO AGENCY		
Department of Agriculture					
MAJOR SUBDIVISION Food and Nutrition Service			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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
3. MINOR SUBDIVISION Benefit Redemption Division					
4. NAME OF PE Teresa M. Fry	RSON WITH WHOM TO CONFER e	4. TELEPHONE NUMBER (703) 305-1629	DATE (/28/12	MARCHIVIST	OF THE DIVIED STATES
5. 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 attached2 page(s) are not needed now for the business for 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, Solution is attached; or has been requested.					
			-		
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE Records Management Specialist		
02-05-2002 Tecesa Mily					
7. ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS SUPERSE CITAT	DED JOB	10. ACTION TAKEN (NARA USE ONLY)
1	Billing Documentation:				
	Billing documentation consists of call orders and confirmation letters issued by individual FNS Field Offices to their perspective contractors as well as the contractors' billing invoices submitted to FNS. Contractors use call orders and confirmation letter to bill FNS for the store visits they complet and they send copies with their bill invoices to FNS Headquarters where multiple copies are made and parceled out Complete copies are maintained by the Contracts Division of FNS, Benefit Redemption Division (BRD) and by each region. In addition to this, filed offices fill out deficiency reports and fax them to contractors if a store visit is incomplete or the contractor's review is of a poor quality. These reports can reduce the amount of money paid to contractors and should be considered part of the billing records.				
Disposition: Contracts Division – Records are maintained in accordance with GRS 3 Item 3a(1)(a).					
	BRD and Field Offices –				
	a. Single Year Contra the end of the FY.				

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228



- b. <u>Multi-Year Contracts</u>. Field Offices must maintain electronic records documenting store visits ordered and completed, including deficiency reports (hard copy or electronically). This documentation may be needed for audits or to reconcile possible contract disputes.
 - TEMPORARY. Close out at the end of the FY. Destroy three years after closed out by FNS Headquarters.
- c. <u>Disputed Contracts</u>. If there is a dispute with a contractor over billing or deficiencies, all records for that contractor must be retained until the dispute has been resolved as determined by the Contracts Division.
 - TEMPORARY. Close out at the end of the FY. Destroy one year after dispute been resolved by the Contract Division.
- d. <u>Electronic Mail and Word Processing System Copies</u>. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on share network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

Changes approved by Teresa Frye, FNS on 3/26/2002