

Request for Records Disposition Authority

Records Schedule Number DAA-0506-2013-0001
Schedule Status Approved

Agency or Establishment Defense Commissary Agency
Record Group / Scheduling Group Records of the Defense Commissary Agency
Records Schedule applies to Agency-wide
Schedule Subject Commissary Food and Nutrition Program Files
Internal agency concurrences will be provided Yes

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0506-2013-0001

Sequence Number	
1	70-24a Food and Nutrition Program General Correspondence Files Disposition Authority Number DAA-0506-2013-0001-0001
2	70-24b Food and Nutrition Program Agreement Files Disposition Authority Number DAA-0506-2013-0001-0002
3	70-24c Survey Files Disposition Authority Number DAA-0506-2013-0001-0003
4	70-24d Permit Files Disposition Authority Number DAA-0506-2013-0001-0004
5	70-24e Violations Files Disposition Authority Number DAA-0506-2013-0001-0005
6	70-24f Food and Nutrition Administrative Files Disposition Authority Number DAA-0506-2013-0001-0006

Records Schedule Items

Sequence Number	
1	<p>70-24a Food and Nutrition Program General Correspondence Files</p> <p>Disposition Authority Number DAA-0506-2013-0001-0001</p> <p>Correspondence related to Women Infant and Children (WIC), and the Supplemental Nutrition Assistance Program (SNAP) that cannot be filed elsewhere in the Agency's approved retention schedules</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the fiscal year in which correspondence was received</p> <p>Retention Period Destroy 3 year(s) after COFF</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>70-24b Food and Nutrition Program Agreement Files</p> <p>Disposition Authority Number DAA-0506-2013-0001-0002</p> <p>Agreements between the Defense Commissary Agency (DeCA), various states and countries, contractors, and vendors pertaining to the commissary Food and Nutrition programs. These files include initial agreements, contracts, Electronic Benefit Transfers (EBT) agreements, re-authorizations approvals, termination of agreements, pricing agreements, and all other agreements between DeCA and service providers of the WIC and SNAP benefit programs</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

3	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?	No
	Disposition Instruction	
	Cutoff Instruction	End of the fiscal year in which agreement is superseded
	Retention Period	Destroy 6 year(s) and 3 month(s) after COFF
	Additional Information	
	GAO Approval	Not Required
	70-24c Survey Files	
	Disposition Authority Number	DAA-0506-2013-0001-0003
	Surveys and assessments pertaining to WIC and SNAP programs to include EBT Equipment survey, food pricing, food sales, stocking, labeling, and all other surveys and assessments used to evaluate elements of the WIC and SNAP programs	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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?	No	
Disposition Instruction		
Cutoff Instruction	End of the fiscal year in which survey is superseded	
Retention Period	Destroy 3 year(s) after COFF	
Additional Information		
GAO Approval	Not Required	
70-24d Permit Files		
Disposition Authority Number	DAA-0506-2013-0001-0004	

Permits authorized by the U S Department of Agriculture Food and Nutrition Services (SNAP) providing official certification for a commissary to accept and redeem SNAP benefits in accordance with rules and regulations governing the SNAP

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction End of Fiscal year in which permit is superseded

Retention Period Destroy 3 year(s) after COFF

Additional Information

GAO Approval Not Required

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70-24e Violations Files

Disposition Authority Number DAA-0506-2013-0001-0005

Correspondence, reports, and all other documents relating to non compliance of federal, state, and Commissary standards as it pertains to the WIC and/or SNAP programs Violations include, pricing stocking, labeling, and violation of all other program requirements

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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? No

Disposition Instruction

Cutoff Instruction End of the fiscal year in which violation is resolved

Retention Period Destroy 3 year(s) after COFF

Additional Information

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GAO Approval	Not Required
70-24f Food and Nutrition Administrative Files	
Disposition Authority Number	DAA-0506-2013-0001-0006
Documents related to the administration of the food and nutrition programs Administrative documents include completed store applications, approved products list, approved brands, bulletins, special announcements, and other documentation related to the implementation of food and nutrition programs in various states and commissaries	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
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?	No
Disposition Instruction	
Cutoff Instruction	When superseded, obsolete, or no longer needed
Retention Period	Destroy 3 year(s) after COFF
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
06/21/2013	Certify	Carol Chambliss	Records Officer	Defense Commissary Agency - Information Technology Directorate
10/28/2013	Submit for Concurrency	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
10/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/30/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist