



Memorandum

#13-026

TO: WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: March 13, 2013

SUBJECT: Disposal of Records

This memo grants permission for all Local Agencies to dispose of records dated on or before September 30, 2009. Documents that may be disposed include, but are not limited to, certification records, nutrition education records, food instrument records (inventory records, logs, and daily production reports), voided food instruments, vendor information records, and reports related to program operations, Policy No. GA:03.0 Records Retention http://www.dshs.state.tx.us/wichd/policy/pdf_files/GA_03-0.pdf.

Federal regulations require that all records be kept for a period of three (3) years after submission of the closeout report for the appropriate fiscal year. Recent close out of FY 2012 requires retention of all records dated on or after October 1, 2009.

If you have questions, or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, Nutrition Services Section, at (512) 341-4400, ext. 2263 or Rachel.Edwards@dshs.state.tx.us.