Memorandum

#21-027

TO:        WIC Regional Directors
           WIC Local Agency Directors

FROM:  Amanda Hovis, Director
        Nutrition Education/Clinic Services Unit
        Nutrition Services Section

DATE:    April 7, 2021

SUBJECT: 2021 Disposal of Records

This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2017. Documents that may be disposed include, but are not limited to, certification records, nutrition education records, food instrument records (inventory records, Unusable WIC EBT card logs, and daily production reports), vendor information records, and reports related to program operations, as per Policy No. GA:03.0 Records Retention.

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 2020 requires retention of all records dated on or after October 1, 2017.

If you have questions, or require additional information, please contact Olga Mikheeva, Olga.Mikheeva@hhs.texas.gov.