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**#16-029**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** March 22, 2016

**SUBJECT:** Disposal of Records

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This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2012. 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 [http://www.dshs.state.tx.us/wichd/policy/pdf\\_files/GA\\_03-0.pdf](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 2015 requires retention of all records dated on or after October 1, 2012.

If you have questions, or require additional information, please contact Rachel Edwards, Clinic Services Branch Manager, at [rachel.edwards@dshs.state.tx.us](mailto:rachel.edwards@dshs.state.tx.us) or (512) 341-4763.