



Memorandum

#15-039

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: March 25, 2015

SUBJECT: Disposal of Records

This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2011. 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 2014 requires retention of all records dated on or after October 1, 2011.

If you have questions, or require additional information, please contact Marissa Acosta, Supervisor, Information Response Management Group, Nutrition Services Section, at (512) 341-4649 or marissa.acosta@dshs.state.tx.us.