



## Memorandum

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**# 14-046**

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

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

**DATE:** April 14, 2014

**SUBJECT:** Disposal of Records

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Permission is granted to all Local Agencies to dispose of records dated on or before September 30, 2010, according to WIC Policy No. GA:03.0 Records Retention. This policy is available on the WIC web site at [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).

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.

Federal regulations require that all records be kept for a period of three (3) years after the submission of the closeout report for the appropriate fiscal year. The recent closeout of FY 2013 requires retention of all records dated on or after October 1, 2010.

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