



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services  
Division: Division of Community and Public Health

Section: Section for Chronic Disease Prevention and Nutrition Service  
Sub-Section: Bureau of WIC and Nutrition Services

<b>TITLE:</b> Farmers Market Nutrition Program (FMNP)	<b>CUTOFF:</b> EOCY		
<b>DESCRIPTION:</b> Records subject to Federal Audit. Food instruments are sometimes provided to program participants for use at farmers markets only. Files document the participation of retailers who participate in the program by accepting the instruments.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 22581	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	08/02/2007
<b>TITLE:</b> Local Supplemental Food Program for Women, Infants and Children (WIC) Provider Reports	<b>CUTOFF:</b> EOCY		
<b>DESCRIPTION:</b> Records subject to Federal Audit. Individual local WIC provider reports on monitoring of the provider, corrective action reports and supporting documentation. These files contain specific information about program operation in local agencies.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 22580	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	08/02/2007
<b>TITLE:</b> Missouri Supplemental Food Program for Women, Infants and Children (WIC) Program Activity Documentation	<b>CUTOFF:</b> EOFFY		
<b>DESCRIPTION:</b> Records subject to Federal Audit. WIC Program operating records and reports detailing program activity, i.e. WIC banking records: local agency issuance, retail vendor redemption, banking contractor processing reports and bank statements; infant formula issuance, redemption, and rebate billing reports; race and priority reports; management evaluation reports: semi-annual and annual. Records stored on site for 3 years, then sent to records center.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 22583	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	08/02/2007
<b>TITLE:</b> Senior Farmers Market Nutrition Program (SFMNP)	<b>CUTOFF:</b> EOCY		
<b>DESCRIPTION:</b> Records subject to Federal Audit. Files and payment records. Food instruments are sometimes provided to program participants, who must be senior citizens, for use at farmers markets only.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 22582	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	08/02/2007



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Chronic Disease Prevention and Nutrition Service

Division: Division of Community and Public Health

Sub-Section: Bureau of WIC and Nutrition Services

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**TITLE:** Special Supplemental Food Program for Women, Infants and Children (WIC) -- State Plan **CUTOFF:** EOCY

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**DESCRIPTION:** Includes development information. Explains the information about how a program was structured and run. Includes staffing and budget information, but not confidential client information. Prepared annually. Subject to Federal Audit.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** **DISPOSITION ACTION:** Destroy

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**SERIES #:** 22578 **SERIES STATUS:** Approved **APPROVAL DATE:** 08/02/2007

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**TITLE:** Special Supplemental Food Program for Women, Infants and Children (WIC) -- Vendors **CUTOFF:** EOCY

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**DESCRIPTION:** Records subject to Federal Audit. Includes applications, monitoring, agreements, correspondence, etc., pertaining to individual vendors.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** **DISPOSITION ACTION:** Destroy

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**SERIES #:** 22579 **SERIES STATUS:** Approved **APPROVAL DATE:** 08/02/2007

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