



MEMORANDUM

24-020

To: WIC Regional Directors
WIC Local Agency Directors

From: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Texas WIC

Date: March 25, 2024

Subject: **2024 Disposal of Records**

This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2020. 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 2023 requires retention of all records dated on or after October 1, 2020.

If you have any questions, or require additional information, please e-mail IRM Policy Inbox at IRM-Policy@hhs.texas.gov