

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management / Family Friendly Programs	
3 MINOR SUBDIVISION Child Care Subsidy Program	
4 NAME OF PERSON WITH WHOM TO CONFER LaJuan Meekins	5 TELEPHONE 202-401-9549

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-44/012	
DATE RECEIVED 2/14/01	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303 the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 2-12-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 2/9/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chiquetta Thomas</i>	TITLE Department Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached records schedule for the Child Care Subsidy Program</p> <p><i>Anne Barrett</i> Anne Barrett, Team Lead Specialist OM/Family Friendly Program</p> <p><u>2/8/01</u> Date</p> <p><i>cc: Agency, NWMD, NWMM</i></p>		

7 ITEM NO	8 DESCRIPTION OF ITFA* AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CATION	10 ACTION TAKEN (NARA USE ONLY)
<p>1a</p> <p>1b</p> <p>2</p> <p>a</p> <p>b</p>	<p>SEE ATTACHED SHEET(S) FOR</p> <p><u>Child Care Subsidy Program Files</u></p> <p>This record series contains information on employees, spouses, and their children that is used for determining eligibility for government-subsidized childcare. Eligibility and benefits are determined by verifying the identity of the individual, verifying the eligibility of the childcare center, and verifying compliance with regulations. Files that relate to investigating possible fraud might also be included. Application Files include financial statements, copies of income tax returns, acceptance letters, denial letters, verification forms, and other related documents.</p> <p><u>APPROVED APPLICATIONS</u></p> <p>Disposition: TEMPORARY Cutoff files at the end of fiscal year in which applicant is no longer in program and subsidy has ended. Retire to Records Center 2 years after cutoff. Destroy 5 years after cutoff.</p> <p><u>UNAPPROVED OR WITHDRAWN APPLICATIONS</u></p> <p>Disposition: TEMPORARY Cutoff files at end of fiscal year in which file is unapproved or withdrawn. Destroy 2 years after cutoff. Do not send to Records Center.</p> <p>Electronic Copies Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule.</p> <p>a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Disposition: TEMPORARY Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: TEMPORARY Delete when dissemination, revision, or updating is complete.</p>		