

Request for Records Disposition Authority

Records Schedule Number: DAA-0292-2012-0001
Schedule Status: Approved
Agency or Establishment: Administration for Children and Families
Record Group / Scheduling Group: Records of the Administration for Children and Families
Records Schedule applies to: Agency-wide
Schedule Subject: Administration on Children, Youth and Families - Children's Bureau, Program Records
Internal agency concurrences will be provided: No

Background Information: The Administration on Children, Youth and Families (ACYF), Children's Bureau recommends legislative and budgetary proposals, operational planning system objectives and initiatives, and projects and issue areas for evaluation, research and demonstration activities. It represents ACYF in initiating and implementing interagency activities and projects affecting children and families, and provides leadership and coordination for the programs, activities, and subordinate components of the Bureau.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2012-0001

Sequence Number	
1	Children's Bureau State Accountability Records
1.1	Child and Family Services Plan Disposition Authority Number: DAA-0292-2012-0001-0001
1.2	Annual Progress and Services Report Disposition Authority Number: DAA-0292-2012-0001-0002
2	Eligibility Records
2.1	Eligibility Reviews Report Disposition Authority Number: DAA-0292-2012-0001-0003
2.2	Eligibility Reviews Under Court Appeal Disposition Authority Number: DAA-0292-2012-0001-0004
3	Services Reviews
3.1	Child and Family Services Reviews Disposition Authority Number: DAA-0292-2012-0001-0005
3.2	Child and Family Services Reviews Under Court Appeal Disposition Authority Number: DAA-0292-2012-0001-0006

Records Schedule Items

Sequence Number	
1	<p>Children's Bureau State Accountability Records</p>
1.1	<p>Child and Family Services Plan</p> <p>Disposition Authority Number DAA-0292-2012-0001-0001</p> <p>The Child and Family Services Plan (CFSP) is a five-year strategic plan that sets forth the vision and the goals to be accomplished to strengthen the States' overall child welfare system. Records consist of the Child and Family Services 5-year Plan (CFSP) and the Annual Progress and Services Report (APSR).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of fiscal year in which 5-year plan has ended.</p> <p>Retention Period Destroy 3 year(s) after after submission of the annual SF-425 financial report for the final year of the 5-year plan.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Annual Progress and Services Report</p> <p>Disposition Authority Number DAA-0292-2012-0001-0002</p> <p>The APSR provides annual updates on the progress made toward accomplishing the goals and objectives in the CFSP. Records may also include annual budget requests, financial records, reports, evaluations, consultations, agreement request, assessments, and protocols.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in No</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year.

Retention Period Destroy 3 year(s) after after submission of the final annual SF-425 report for the fiscal year for which the APSR requested funds.

Additional Information

GAO Approval Not Required

Eligibility Records

Eligibility Reviews Report

Disposition Authority Number DAA-0292-2012-0001-0003

The reviews of the Federal title IV-E foster care program focus on determining whether children in foster care, or the facilities in which they reside, meet the statutory eligibility requirements for receipt of title IV-E funds. Eligibility requirements include: inadequate financial resources, lack of parental support, and age qualifications.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of fiscal year following issuance of final report or revised review findings report.

Retention Period Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval Not Required

Eligibility Reviews Under Court Appeal

Disposition Authority Number DAA-0292-2012-0001-0004

Final Disposition Temporary

Item Status Active

2
2.1

2.2

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy 2 year(s) after issuance of the Departmental Appeals Board (DAB) or court appeal decision or when formal closure of the case if no decision is rendered occurs, whichever is later

Additional Information

GAO Approval Not Required

3

Services Reviews

3.1

Child and Family Services Reviews

Disposition Authority Number DAA-0292-2012-0001-0005

The Child and Family Services Reviews (CFSRs) are designed to support a stronger Federal-State partnership for improving the outcomes of child welfare services to children and families. The reviews seek to achieve this goal by linking an initial review of State child welfare services with a program improvement process and subsequent reviews that measure progress toward those improvements. Moreover, the CFSR process is intended to be coordinated with other Federal child welfare requirements, such as the planning and monitoring of the Child and Family Services Plan (CFSP). The reviews were authorized by the 1994 Amendments to the Social Security Act (SSA), and are administered by the Children's Bureau, Administration for Children and Families, U.S. Department of Health and Human Services. The records generated from the CFSR process include documents, and drafts resulting from the statewide assessments, on-site reviews, Program Improvement Plans (PIP) and final reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year.

3.2

Retention Period Destroy no sooner than 10 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval Not Required

Child and Family Services Reviews Under Court Appeal

Disposition Authority Number DAA-0292-2012-0001-0006

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy 10 year(s) after issuance of the DAB or court appeal decision or when formal closure of the case if no decision is rendered. occurs, whichever is later

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/27/2012	Return to Submitter	Roydon Pratt	Facilities Management Team Leader	OA - IO
09/28/2012	Certify	Roydon Pratt	Facilities Management Team Leader	OA - IO
04/16/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist