

Request for Records Disposition Authority

Records Schedule Number **DAA-0292-2016-0002**
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 **Major Subdivision**
Major Subdivision **Office of Communications**
Schedule Subject **Records for the Office of Communications**
Internal agency concurrences will be provided **No**

Background Information **The ACF Office of Communications is the agency's public face, dedicated to communicating and fostering an understanding of the agency's mission through outreach to employees, the media and the general public. OPA also oversees the agency's internal communication needs, offering a wide range of products to employees through a variety of mediums.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0002

Sequence Number	
1	Press Releases Disposition Authority Number: DAA-0292-2016-0002-0001
2	Press Releases background information Disposition Authority Number: DAA-0292-2016-0002-0002

Records Schedule Items

Sequence Number											
1	<p>Press Releases</p> <p>Disposition Authority Number DAA-0292-2016-0002-0001</p> <p>Press releases promoting ACF's mission, programs, information and news. These records may include, but are not limited to, mission related program announcements; information on ACF issues; public meetings or events; and press conferences or interviews.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Press Releases are only in electronic form.</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 Cut off at the end of the calendar year in which created.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p> <p>First year of records accumulation 2009</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Records began in 2009</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown how often records will be sent.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">10 MB</td> <td style="text-align: center;">1 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	10 MB	1 MB	Paper		
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	10 MB	1 MB									
Paper											

Microform		
Hardcopy or Analog Special Media		

2

Press Releases background information

Disposition Authority Number **DAA-0292-2016-0002-0002**

Background papers, news clippings, and documents on program activities, reports on program and policy developments, news releases, fact sheets, and other reference material used in formulating news or press releases.

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 close of calendar year in which created.**

Retention Period **Destroy 5 year(s) after cutoff.**

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
11/23/2015	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
01/19/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
02/17/2016	Submit For Certification	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
02/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
02/24/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/04/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
03/15/2016	Certify	John Ragsdale	Management Analyst	ACF - OA
05/03/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist