

# INACTIVE - ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0004  
Schedule Status Modified Approved Version

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 Head Start  
Schedule Subject Records for the Office of Head Start  
Internal agency concurrences will be provided No

Background Information The Office of Head Start (OHS) Training and Technical Assistance (T/TA) system supports program staff in their delivery of quality services to children and families. The current system consists of three levels of T/TA: national, state or regional, and grantee. While each level has distinct and unique functions, they are designed to complement each other. Structured, intentional, high-quality T/TA best supports the school readiness of all children and families

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

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## Outline of Records Schedule Items for DAA-0292-2016-0004

Sequence Number

1

Technical Assistance Documents

Disposition Authority Number: DAA-0292-2016-0004-0001

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## Records Schedule Items

Sequence Number	
1	<p><b>Technical Assistance Documents</b></p> <p>Disposition Authority Number      DAA-0292-2016-0004-0001</p> <p>Training provided by central office staff and other contracted vendors to programs on various topics to help improve knowledge, employee development and program performance. Training can cover a wide range of topics.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Inactive</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>Inactive Status Explanation            This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2021-0003</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cut off after training.</p> <p>Retention Period                         Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>

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## 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	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
02/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
08/31/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
09/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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