

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0292-2016-0004**  
 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 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>1</b>                          | <b>0</b>                              | <b>1</b>                              | <b>0</b>                              |

**GAO Approval**

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

| Sequence Number |
|-----------------|
|-----------------|

|   |
|---|
| 1 |
|---|

|                                |
|--------------------------------|
| Technical Assistance Documents |
|--------------------------------|

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

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="363 427 808 459"><b>Technical Assistance Documents</b></p> <p data-bbox="363 476 1127 508">Disposition Authority Number     <b>DAA-0292-2016-0004-0001</b></p> <p data-bbox="363 529 1468 636"><b>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.</b></p> <p data-bbox="363 653 906 685">Final Disposition                     <b>Temporary</b></p> <p data-bbox="363 704 841 736">Item Status                             <b>Active</b></p> <p data-bbox="363 755 808 787">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="363 806 797 934">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p data-bbox="363 963 662 995"><b>Disposition Instruction</b></p> <p data-bbox="363 1017 1029 1049">Cutoff Instruction                     <b>Cut off after training.</b></p> <p data-bbox="363 1070 1422 1144">Retention Period                     <b>Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner</b></p> <p data-bbox="363 1176 656 1208"><b>Additional Information</b></p> <p data-bbox="363 1229 935 1261">GAO Approval                         <b>Not Required</b></p> |

## 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<br>- Office of Management Operations                 |
| 01/19/2016 | Return for Revision      | John Hulmston    | Senior Records Analyst                  | National Archives and Records Administration<br>- Records Management Services |
| 02/17/2016 | Submit For Certification | Marla Young      | Archives Specialist                     | National Archives and Records Administration<br>- Records Management Services |
| 02/17/2016 | Certify                  | Roydon Pratt     | Facilities Director                     | Office of Administration<br>- Office of Management Operations                 |
| 08/31/2016 | Submit for Concurrence   | John Hulmston    | Senior Records Analyst                  | National Archives and Records Administration<br>- Records Management Services |
| 09/01/2016 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program<br>- ACNR Records Management Services     |
| 09/01/2016 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program<br>- ACNR Records Management Services     |
| 09/05/2016 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                             |