

Request for Records Disposition Authority

Records Schedule Number : **DAA-0292-2016-0005**
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 Legislative Affairs and Budget**
Schedule Subject **Records for the Office of Legislative Affairs and Budget**
Internal agency concurrences will be provided **No**

Background Information **The Office of Legislative Affairs and Budget advises the Assistant Secretary for Children and Families on all policy and programmatic matters, serving as the primary contact for the Department of Health and Human Services, the Executive Branch, and the Congress on all legislative, budget development and execution and regulatory activities.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0005

Sequence Number	
1	Regulation Files
1.1	Adopted Regulations Disposition Authority Number: DAA-0292-2016-0005-0001
1.2	Regulations not adopted. Disposition Authority Number: DAA-0292-2016-0005-0002

Records Schedule Items

Sequence Number	
1	<p>Regulation Files</p> <p>The records profiled in this schedule are created in accordance with the Administrative Procedures Act, which governs the process by which Federal agencies document the development, clearance, and processing of proposed and final rules for publication in the Federal Register. The files reflect ACF's administrative actions, as they pertain to the rulemaking process, and may consist of public comments on issue at hand and the ACF response, correspondence to and from the Office of Management and Budget (OMB) and the Office of the Federal Register, briefing notes, press releases, charters, records that document negotiated rulemaking activities, including records that substantiate stakeholder meetings, final rule comments from HHS, and background and supporting material.</p>
1.1	<p>Adopted Regulations</p> <p>Disposition Authority Number DAA-0292-2016-0005-0001</p> <p>Case files documenting ACF rulemaking process. Consists of documents accumulated in drafting, reviewing, commenting on, and otherwise providing guidance on all final rules. Includes, but is not limited to background material used in developing the regulation, drafts of the rules, internal and external comments received on the drafts, public comment logs, records that document negotiated rulemaking activities, including records that document the proceedings of stakeholder meetings and public hearings, reports, regulation logs, press releases, briefing papers, and correspondence with OMB and the Office of the Federal Register.</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 Cut off at end of fiscal year after publication of the final rule.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

1.2

Regulations not adopted.

Disposition Authority Number **DAA-0292-2016-0005-0002**

Case files documenting ACF proposed rules that were not adopted. Consists of documents accumulated in drafting, reviewing, commenting on, and otherwise providing guidance on all proposed rules. Includes background materials, internal and external comments.

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 end of fiscal year after decision not to adopt proposed rule.**

Retention Period **Destroy 3 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
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
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist