

Request for Records Disposition Authority

Records Schedule Number **DAA-0292-2016-0008**

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 **Immediate Office of the Assistant Secretary/Executive Secretariat**

Schedule Subject **Records for the Immediate Office of the Assistant Secretary/Executive Secretariat**

Internal agency concurrences will be provided **No**

Background Information **The Administration for Children and Families (ACF) is a division of the Department of Health and Human Services. ACF promotes the economic and social well-being of families, children, individuals and communities.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0008

Sequence Number	
.	Briefing Books of the Assistant Secretary, Chief of Staff for the Assistant Secretary, and the Deputy Assistant Secretary for Policy in the Immediate Office of the Assistant Secretary Disposition Authority Number: DAA-0292-2016-0008-0001
2	Official Correspondence
2.1	Hi-Level Correspondence Disposition Authority Number: DAA-0292-2016-0008-0002
2.2	Program Office Correspondence Disposition Authority Number: DAA-0292-2016-0008-0003
3	Working Files Disposition Authority Number: DAA-0292-2016-0008-0004
4	Correspondence Management System
4.1	Master Files Disposition Authority Number: DAA-0292-2016-0008-0005

Records Schedule Items

Sequence Number

Briefing Books of the Assistant Secretary, Chief of Staff for the Assistant Secretary, and the Deputy Assistant Secretary for Policy in the Immediate Office of the Assistant Secretary

Disposition Authority Number **DAA-0292-2016-0008-0001**

Record copy of daily schedules/calendars, agendas, speeches, notes, speaking points, annotated speeches, background/supporting information, policies, decision papers, travel information (itinerary, background information and bios for all appointments or site visits), reports, and any other information appropriate for filing in the briefing books of the Assistant Secretary and Deputy Assistant Secretary, and created and maintained in the daily schedules/files (e.g. calendars) of the high-level officials in the Immediate Office of the Assistant Secretary in order to prepare them for the daily activities and to keep them informed of major policy and program developments.

Final Disposition **Permanent**

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 the calendar year in which briefing books and daily files are created.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	230 GB	38 GB

Paper		
Microform		
Hardcopy or Analog Special Media		

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2.1

Official Correspondence

Hi-Level Correspondence

Disposition Authority Number **DAA-0292-2016-0008-0002**

Copies of incoming and outgoing correspondence, memoranda, and other documents receiving action by the Assistant Secretary or Deputy Assistant Secretary. These records document Administration for Children and Families (ACF) programs, policies, procedures, decisions, and other program-related or policy-related management issues. Correspondence is with the private sector, internal Departmental Offices, and other government agencies, including the White House and Congress.

Final Disposition **Permanent**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year in which correspondence was created or received.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2000**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	4 GB
Paper	10 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

Program Office Correspondence

Disposition Authority Number **DAA-0292-2016-0008-0003**

Incoming correspondence requiring responses and signatures of program officials and not the Office of the Assistant Secretary is electronically sent to the appropriate unit by the Office of the Executive Secretary. Program office is responsible for the disposition in accordance with their records retention schedule.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Retention Period **Transfer letter to appropriate program office for action. Destroy when business use ceases.**

Additional Information

GAO Approval **Not Required**

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Working Files

Disposition Authority Number **DAA-0292-2016-0008-0004**

Drafts, notes, comments compiled during the drafting of correspondence or reports sent to the Secretary of the Department of Health and Human Services for signature. (An example is the working copy of the Report to Congress signed at HHS).

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 the fiscal year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Correspondence Management System

Electronic imaging system, used to maintain electronic copies (scanned images, word processing copies, electronic mail copies) of incoming correspondence, responses with the Assistant Secretary or the Deputy Assistant Secretary's signature, and enclosures. It is an electronic system of the Immediate Office of the Assistant Secretary used to collect, route and manage the correspondence of the Assistant Secretary. This system also contains metadata that serves as a tracking tool to the permanent official correspondence files of the Assistant Secretary and Deputy Assistant Secretary.

4.1

Master Files

Disposition Authority Number DAA-0292-2016-0008-0005

Correspondence Tracking Data. Data elements include but are not limited to system tracking number, name assigned to the distribution/management of the documents, receipt and processing dates, subject, originator, individual assigned to the correspondence reply, name of the office assigned to the correspondence reply.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation This is an electronic tracking data system.

Do any of the records covered by this item currently exist in Yes

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

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year which correspondence was created or received.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	32 GB	8 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
03/15/2016	Certify	John Ragsdale	Management Analyst	ACF - OA
04/28/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/16/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
05/16/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/07/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/09/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist