

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0009
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 Administration
Minor Subdivision Office of Workforce Planning and Development
Schedule Subject Records for the Office of Workforce Planning and Development
Internal agency concurrences will be provided No

Background Information The Office of Administration for the Administration for Children and Families is responsible for support services to other agency offices. This schedule covers records for the Office of Workforce Planning and Development.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0292-2016-0009

Sequence Number	
1	Delegations of Authority for Senior Management Disposition Authority Number: DAA-0292-2016-0009-0001
2	Delegations of Authority for Office Level Disposition Authority Number: DAA-0292-2016-0009-0002

Records Schedule Items

Sequence Number																	
1	<p>Delegations of Authority for Senior Management</p> <p>Disposition Authority Number DAA-0292-2016-0009-0001</p> <p>Delegations of authority at the senior management level.</p> <p>Final Disposition Permanent</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 calendar year in which issuance is suspended or obsolete.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1991 To 2006</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown</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></td> <td></td> </tr> <tr> <td>Paper</td> <td>1 Cubic feet</td> <td>.25 Cubic feet</td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> <tr> <td>Hardcopy or Analog Special Media</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	1 Cubic feet	.25 Cubic feet	Microform			Hardcopy or Analog Special Media		
	Estimated Current Volume	Annual Accumulation															
Electronic/Digital																	
Paper	1 Cubic feet	.25 Cubic feet															
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2	Delegations of Authority for Office Level	
	Disposition Authority Number	DAA-0292-2016-0009-0002
	Records include material on delegations of authority to identify positions or persons and temporary or limited delegations to positions or persons.	
	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 calendar year.
	Retention Period	Destroy when no longer needed
	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
02/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
03/03/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/10/2016	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
06/07/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist