Request for Records Disposition Authority

Records Schedule Number	DAA-0292-2016-0010
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 Subdivsion
Major Subdivision	Office of Child Support Enforcement
Minor Subdivision	Customer Communications, Division of Federal Systems, Division of State and Tribal Systems
Schedule Subject	Records for the Office of Child Support Enforcement
Internal agency concurrences will be provided	No
Background Information	The federal Office of Child Support Enforcement partners with federal, state, tribal, and local governments and others to promote parental responsibility so that children receive reliable support from both of their parents as they grow to adulthood.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0010

Sequence Number	
1	Correspondence
1.1	Responses to regular customers Disposition Authority Number: DAA-0292-2016-0010-0001
1.2	Congressional responses. Disposition Authority Number: DAA-0292-2016-0010-0002
2	Memorandum of Understanding/Service Level Agreements Disposition Authority Number: DAA-0292-2016-0010-0003
3	Final Contractor Deliverables and Reports Disposition Authority Number: DAA-0292-2016-0010-0004
4	Advance Planning Document Review Files
4.1	Multi-Operation Division (OPDIV) Files Disposition Authority Number: DAA-0292-2016-0010-0005
4.2	Advance Planning Document Single OPDIV Disposition Authority Number: DAA-0292-2016-0010-0006

Records Schedule Items

Sequence Number		
1	**Correspondence** **Responses to Customer and Congressional inquires into Child Support Cases. Congressional responses are signed and maintained by the Commissioner.**	
1.1	**Responses to regular customers**	
	Disposition Authority Number	DAA-0292-2016-0010-0001
	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 calendar year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.2	**Congressional responses.**	
	Disposition Authority Number	DAA-0292-2016-0010-0002
	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	
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required

2

Memorandum of Understanding/Service Level Agreements

Disposition Authority Number: DAA-0292-2016-0010-0003

Agreements with federal agencies, Components, state and local governments, tribal and non-governmental organizations. The Agreements delineate tasks, jurisdiction, standard operating procedures or other matters which the parties are duly authorized and directed to conduct. Documents include, but are not limited to, official signed copies of the agreements/understanding, including formalized performance criteria for quality of service, definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements, reproduced copies thereof, amendments thereto, extensions thereto, applications for interoperability, evaluations of interoperability, continued conformance with requirements, and all related correspondence and other materials.

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 the calendar year after agreement is superseded or terminated.
Retention Period	Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

3

Final Contractor Deliverables and Reports

Disposition Authority Number: DAA-0292-2016-0010-0004

Consists of the final draft and final deliverables, products, and reports submitted by contractors to the agency. Records include all final drafts or final deliverables resulting from a contracted service or purchase order or final products and deliverables from a grant.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

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

Disposition Instruction

Retention Period: Destroy when business use ceases.

Additional Information

GAO Approval: Not Required

4 Advance Planning Document Review Files

Records accumulated in reviewing and approving/disapproving State plans for automating Title IV-A or IV-D programs whenever enhanced Federal funds are requested; whenever Federal funds are requested at the regular matching rate for total acquisitions costing $200,000 or more in Federal and State funds over an twelve-month period, or $300,000 or more in Federal and State funds over the life of the project; or whenever a State plans to acquire non-competitively from a nongovernmental source ADP equipment or services that cost more than $25,000 in Federal and State Funds. These reviews address planning documents for systems activities (ranging from feasibility studies to projects for programming and implementing IV-A or IV-D computer systems); onsite system reviews in State and Local IV-A or IV-D agencies which focus on regulatory compliance, efficiency and effectiveness; requests for proposals (RFPs) prior to soliciting contracts; and purchase of service agreements between the IV-A or IV-D agencies and State ADP organizations; technical assistance and training to State/Tribal/ IV-A or IV-D agencies. Records are multi-OPDIV (involving other Department of Health and Human Services (HHS) or single-OPDIV (Involving only IV-A or IV-D) in nature. ACF has the working or developmental files for the final planning documents, the official record copies for multi-OPDIV documents are maintained by HHS. Files contain correspondence; advance planning documents and other related material such as: Records accumulated in designing, developing, implementing and/or modifying model child support enforcement computer systems for the purpose of assisting States/Tribal to acquire necessary automated capabilities to support their program functions; correspondence, comments, work papers, guidance documents, training materials, resulting publications and/or reports other related material, monthly status reports, comments, guidance documents, system documentation, findings, conclusions and recommendations, and other related materials. Such records will be used to assist other States/Tribal in the acquisition of automated capabilities to support their program functions.

4.1 Multi-Operation Division (OPDIV) Files

Disposition Authority Number: DAA-0292-2016-0010-0005

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
	GRS or Superseded Authority Citation	N1/292/90/1/1a N1/292/90/1/2 N1/292/90/1/4
	Disposition Instruction	
	Retention Period	Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
4.2	**Advance Planning Document**	Single OPDIV
	Disposition Authority Number	DAA-0292-2016-0010-0006
	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
	GRS or Superseded Authority Citation	N1/292/90/1/1b
	Disposition Instruction	
	Retention Period	Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
	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
03/10/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2016	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
05/03/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/02/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
06/14/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
06/16/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

06/27/2016	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist