

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0012
Schedule Status Modified Approved Version

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 Refugee Resettlement
Schedule Subject Records within the Office of Refugee Resettlement
Internal agency concurrences will be provided No

Background Information Office of Refugee Resettlement proposes and implements national policy for the refugee resettlement program. We work continually to navigate the growing and challenging mandates of programs that serve many diverse communities. We work with our partners to identify emerging issues, draft regulations, policies and guidance, and respond to legislative, policy, and Congressional inquiries.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
26	7	19	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0012

Sequence Number	
1	U.S. Repatriation Program Case Files Disposition Authority Number: DAA-0292-2016-0012-0001
2	Office of Refugee Resettlement Monitoring Reports Disposition Authority Number: DAA-0292-2016-0012-0002
3	Case Files for Unaccompanied Refugee Minors (URM) Program
3.1	Unaccompanied Refugee Minors (URMs) Program Participant Case Files Disposition Authority Number: DAA-0292-2016-0012-0003
3.2	Unsuccessful Unaccompanied Refugee Minor Applicants Disposition Authority Number: DAA-0292-2016-0012-0004
3.3	Supporting Unaccompanied Refugee Minors (URM) Records Disposition Authority Number: DAA-0292-2016-0012-0005
4	Know Your Rights Videos Disposition Authority Number: DAA-0292-2016-0012-0006
5	Office of Refugee Resettlement Policy Precedent Files Disposition Authority Number: DAA-0292-2016-0012-0007
6	Office of Refugee Resettlement Annual Report to Congress Disposition Authority Number: DAA-0292-2016-0012-0008
7	Office of Refugee Resettlement Legislative Records Program Analysis Files Disposition Authority Number: DAA-0292-2016-0012-0009
8	Office of Refugee Resettlement Legislative Language and Specification Files Disposition Authority Number: DAA-0292-2016-0012-0010
9	Office of Refugee Resettlement Background Materials created for Congressional Testimony. Disposition Authority Number: DAA-0292-2016-0012-0011
10	Office of Refugee Resettlement Legislative and Regulation Reference Files Disposition Authority Number: DAA-0292-2016-0012-0012
11	Office of Refugee Resettlement Special Reports to Congress Disposition Authority Number: DAA-0292-2016-0012-0013
12	Internet Refugee Arrivals Database System (iRADS) Disposition Authority Number: DAA-0292-2016-0012-0014
13	Office of Refugee Resettlement Development of Regulations Files Disposition Authority Number: DAA-0292-2016-0012-0015
14	Office of Refugee Resettlement Program Monitoring Protocol Disposition Authority Number: DAA-0292-2016-0012-0016
15	Office of Refugee Resettlement Policy, Procedures, Guidance, and Instructions

16	Disposition Authority Number: DAA-0292-2016-0012-0017 Office of Refugee Resettlement Future Assessment Swift Tracking Placements (FA ST) Disposition Authority Number: DAA-0292-2016-0012-0018
17	Office of Refugee Resettlement Decision Memos Disposition Authority Number: DAA-0292-2016-0012-0019
18	Office of Refugee Resettlement Periodic Reports Disposition Authority Number: DAA-0292-2016-0012-0020
19	Office of Refugee Resettlement Presentations Disposition Authority Number: DAA-0292-2016-0012-0021
20	Office of Refugee Resettlement Unaccompanied Children Case Management Data base Disposition Authority Number: DAA-0292-2016-0012-0022
21	Office of Refugee Resettlement Unaccompanied Children Case Files Disposition Authority Number: DAA-0292-2016-0012-0023
22	Office of Refugee Resettlement Suicide Form Disposition Authority Number: DAA-0292-2016-0012-0024
23	Office of Refugee Resettlement Technical Documents
23.1	Final Documents Disposition Authority Number: DAA-0292-2016-0012-0025
23.2	Unpublished documents Disposition Authority Number: DAA-0292-2016-0012-0026

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 878 411">U.S. Repatriation Program Case Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0292-2016-0012-0001</p> <p data-bbox="345 489 1481 674">Case files, in alphabetical order by surname, on U.S. citizens who receive public assistance while returning from abroad because of destitution, illness, or a crisis such as war, threat of war, or invasion. The case files, contain correspondence with HHS regional offices, the Department of State, public and private welfare agencies, relatives of the repatriates, and others.</p> <p data-bbox="345 695 915 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 802 978">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 data-bbox="345 999 932 1062">GRS or Superseded Authority Citation N1/292/93/1</p> <p data-bbox="345 1098 659 1129">Disposition Instruction</p> <p data-bbox="345 1157 1370 1230">Cutoff Instruction Cut off at the end of the calendar year after termination of collection efforts cease.</p> <p data-bbox="345 1251 1175 1283">Retention Period Destroy 5 year(s) after cutoff.</p> <p data-bbox="345 1318 656 1350">Additional Information</p> <p data-bbox="345 1377 948 1409">GAO Approval Not Required</p>
2	<p data-bbox="345 1436 1068 1467">Office of Refugee Resettlement Monitoring Reports</p> <p data-bbox="345 1488 1154 1520">Disposition Authority Number DAA-0292-2016-0012-0002</p> <p data-bbox="345 1545 1497 1730">Any tools used to monitor compliance of Office of Refugee Resettlement (ORR) programs with applicable legal statutes, rules and regulations, policy, procedures, guidance, and instructions. The reports may be used to recommend corrective action, evaluate programmatic compliance, protocols, guiding documents, checklists, strengths and weaknesses, etc.</p> <p data-bbox="345 1751 915 1782">Final Disposition Temporary</p> <p data-bbox="345 1803 867 1835">Item Status Inactive</p> <p data-bbox="345 1856 818 1887">Is this item media neutral? Yes</p>

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0007
	Disposition Instruction	
	Cutoff Instruction	Cut off end of fiscal year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3	Case Files for Unaccompanied Refugee Minors (URM) Program Case files for individual applicants to and participants of the unaccompanied refugee minors (URMs) program. Files may contain applications, reports, immigration status, placement history, family/reunification history, information on presenting needs, plus correspondence with or information from public and private voluntary agencies, states, the Department of State, U.S. Citizenship and Immigration Services, etc. Additionally, the files may contain information on applicants such as name and address, date of birth, alien number, relatives, and any information deemed necessary for documentation of URM program cases and applications.	
3.1	Unaccompanied Refugee Minors (URMs) Program Participant Case Files	
	Disposition Authority Number	DAA-0292-2016-0012-0003
	Final Disposition	Temporary
	Item Status	Inactive
	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	N1/292/90/4/34
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0006
	Disposition Instruction	

3.2	Cutoff Instruction	Cut off at the end of the fiscal year when minor ages out of program in accordance with the resident state requirements.
	Retention Period	Destroy 3 years after cutoff, longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Unsuccessful Unaccompanied Refugee Minor Applicants	
	Disposition Authority Number	DAA-0292-2016-0012-0004
	Applications and supporting documentation for minors not accepted into the URM program.	
	Final Disposition	Temporary
	Item Status	Inactive
	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	N1/292/90/4/34	
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0006	
Disposition Instruction		
Cutoff Instruction	Cut off at the end of the fiscal year when age of majority or appeal rights have expired, whichever is later.	
Retention Period	Destroy 3 years after cutoff, longer retention is authorized if required for business use.	
Additional Information		
GAO Approval	Not Required	
3.3	Supporting Unaccompanied Refugee Minors (URM) Records	
	Disposition Authority Number	DAA-0292-2016-0012-0005
	Supporting information related to the Unaccompanied Refugee Minors (URM) case files which are deemed unnecessary.	
	Final Disposition	Temporary

	Item Status	Inactive
	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	N1/292/90/4/34
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0006
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year records are no longer needed.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
4	Know Your Rights Videos	
	Disposition Authority Number	DAA-0292-2016-0012-0006
	Child-friendly video presentations that explain the immigration court process and unaccompanied children's rights under federal law and regulations, including information about special immigration juvenile status and other forms of legal relief. Videos are updated as federal laws and regulations change.	
	Final Disposition	Temporary
	Item Status	Inactive
	Is this item media neutral?	No
	Explanation of limitation	Videos only
	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
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0003
	Disposition Instruction	

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Cutoff Instruction Cutoff when superseded.
Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

Office of Refugee Resettlement Policy Precedent Files

Disposition Authority Number DAA-0292-2016-0012-0007

Office of Refugee Resettlement (ORR) state letters, Policy memorandum, interpretations (answers to policy questions), clarifications, policy letters, Dear Colleague letters, information memos, and similar records accumulated by ORR headquarters components responsible for program policy development. The records serve as precedent for future program actions.

Final Disposition Permanent

Item Status Inactive

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 N1/292/90/4/4

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0003
New Disposition Authority Number: DAA-0292-2019-0009-0008

Disposition Instruction

Cutoff Instruction Cut off files at the close of each calendar year.

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 1980 To 2000

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

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	2 MB	.5 MB
Paper	18 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Office of Refugee Resettlement Annual Report to Congress

Disposition Authority Number **DAA-0292-2016-0012-0008**

A report submitted to Congress on Office of Refugee Resettlement (ORR) programs. The report is submitted after the end of each FY. Each report contains . (a) an updated profile of the employment and labor force statistics for refugees who have entered the U.S. within the five FYs immediately preceding the FY within which the report is made, as well as a description of the extent of assistance or service the refugees received; (b) a description of the geographic location of the refugees; (c) a summary of the monitoring and evaluation results for the period for which the report is submitted. (d) a description of the activities, expenditures and policies of ORR, including the activities of states, voluntary agencies and sponsors. The ORR Director's plans for improvement of refugee resettlement are also included; (e) evaluations of the extent the services provided are assisting refugees in achieving economic self-sufficiency, employment, and English proficiency commensurate with their skills and abilities; (f) any reported fraud, abuse or mismanagement in providing services or assistance; (g) a description of any assistance provided by the Director. (h) a summary of the location and status of unaccompanied refugee minor's (URMs) admitted to the United States; and (i) a summary of information regarding adjustment of status to legal permanent resident.

Final Disposition **Permanent**

Item Status **Inactive**

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 **N1/292/90/4/11**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0009**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**
 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 1980 To 2000**
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 MB	.5 MB
Paper	9 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Office of Refugee Resettlement Legislative Records Program Analysis Files

Disposition Authority Number **DAA-0292-2016-0012-0009**

Files created in the ongoing review and analysis of the effectiveness of present refugee resettlement programs and in planning ways and means for improving those programs to the Legislative and Budget Office. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, studies, plans proposals and 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**
 GRS or Superseded Authority Citation **N1/292/90/4/5**

8	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year files are accumulated.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Office of Refugee Resettlement Legislative Language and Specification Files	
	Disposition Authority Number	DAA-0292-2016-0012-0010
	Retained copies of proposals for changes in refugee resettlement laws and related material sent to the Office of Refugee Resettlement Legislative and Budget Office. The documents contain proposed legislative language, supporting statements, alternative proposals and other information. Included in the files are related clearance 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	
GRS or Superseded Authority Citation	N1/292/90/4/6	
9	Disposition Instruction	
	Cutoff Instruction	Cut off files at the end of the calendar year..
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Office of Refugee Resettlement Background Materials created for Congressional Testimony.	
	Disposition Authority Number	DAA-0292-2016-0012-0011
	Material prepared for use by Administration for Children and Families officials in testifying before congressional committees on a given piece of legislation or issue. The material provides background information and technical assistance on the legislation or issue and an analysis of the implications for refugee resettlement.	
	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**

GRS or Superseded Authority Citation **N1/292/90/4/7**

Disposition Instruction

Cutoff Instruction **Cut off file every 5 years at the end of the calendar year.**

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	10 MB	2 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Office of Refugee Resettlement Legislative and Regulation Reference Files

Disposition Authority Number **DAA-0292-2016-0012-0012**

Files documenting the costing of legislative proposals or regulations to determine if a particular law or regulation will result in significant savings or costs to ORR. Included are proposed laws or regulations, cost estimate worksheets, memorandums, questionnaires' for additional information and related records.

Final Disposition **Temporary**

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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	N1/292/90/4/10
Disposition Instruction	
Cutoff Instruction	Cut off the end of the calendar year.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Office of Refugee Resettlement Special Reports to Congress	
Disposition Authority Number	DAA-0292-2016-0012-0013
Reports required or requested by Congress related to Office of Refugee Resettlement programs.	
Final Disposition	Permanent
Item Status	Inactive
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	N1/292/90/4/12
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0009
Disposition Instruction	
Cutoff Instruction	Cut off at the end of calendar year the report is requested.
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		
Paper	3 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Internet Refugee Arrivals Database System (iRADS)

Disposition Authority Number **DAA-0292-2016-0012-0014**

Files are used for collecting and compiling statistics and reports on the refugee resettlement program. Included data base files on individual refugees and entrants, including Unaccompanied Refugee Minors (URM), entering the United States that are against records of refugees and entrants served by ORR programs. iRADS is used to collect information on refugees before they enter the United States with data supplied by the refugees upon their entry into the United States. Refugees entering the United States bring records from their overseas screening, which are collected at the port of entry by other agencies and become the basis for ORR's recordkeeping system. ORR receives an automated record on each entering refugee and later verifies it against records of refugees and entrants served by ORR programs. Files include applications for placement into the Unaccompanied Refugee Minors (URM) program, documentation of eligibility determinations and placement decisions for children entering the URM program plus supporting documentation, reports of client placement, changes and progress during URM program participation, and updates regarding progress during a period following termination.

Final Disposition **Permanent**

Item Status **Inactive**

Is this item media neutral? **No**

Explanation of limitation **System only**

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**

GRS or Superseded Authority Citation **N1/292/90/4/15**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0006**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

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 2006 To 2021**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	22 GB	2 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Office of Refugee Resettlement Development of Regulations Files

Disposition Authority Number **DAA-0292-2016-0012-0015**

Program regulations that have been published in the Code of Federal Regulations (CFR). They are filed by subject and regulation number. The files contain pending and completed draft proposals, concurrences from ORR components and the Office of the General Counsel, policy memorandums, public comments and Federal Register publications.

14	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	N1/292/90/4/13
	Disposition Instruction	
	Cutoff Instruction	Cut off the end of the calendar year after publication in CFR.
	Retention Period	Destroy 15 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Office of Refugee Resettlement Program Monitoring Protocol	
	Disposition Authority Number	DAA-0292-2016-0012-0016
	Electronic protocols containing instructions and/or procedures used in monitoring Office of Refugee Resettlement administered programs.	

Final Disposition	Temporary
Item Status	Inactive
Is this item media neutral?	No
Explanation of limitation	Electronic only
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	N1/292/90/4/33
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0004
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	

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GAO Approval **Not Required**

Office of Refugee Resettlement Policy, Procedures, Guidance, and Instructions

Disposition Authority Number **DAA-0292-2016-0012-0017**

Policy, procedures, guidance and instructions that dictate how Office of Refugee Resettlement (ORR) programs are implemented. These documents may apply to ORR contractors and ORR grantees as adopted to specific programs

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**

GRS or Superseded Authority Citation **N1/292/90/4/33**

Disposition Instruction

Cutoff Instruction **Cut off end of the calendar year when superseded or obsolete.**

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	1 MB	2 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

16

Office of Refugee Resettlement Future Assessment Swift Tracking Placements (FAST)

Disposition Authority Number **DAA-0292-2016-0012-0018**

Referral forms, court documents, placement paragraphs and scoring for Unaccompanied Children referred with criminal charges or behavioral issues.

Final Disposition **Temporary**

Item Status **Inactive**

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**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0003**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**

Retention Period **Destroy 3 years after cutoff. Longer retention is authorized for business use.**

Additional Information

GAO Approval **Not Required**

17

Office of Refugee Resettlement Decision Memos

Disposition Authority Number **DAA-0292-2016-0012-0019**

Copies of memoranda that include detailed information required to make a decision on an issue that needs to be elevated to the level of Director, Deputy Director, Acting Assistant Secretary, or any other higher level of authority within Administration for Children and Families. Record copy is kept in the office of signature.

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

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Cutoff Instruction Cut off the end of the calendar year. .
Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Office of Refugee Resettlement Periodic Reports

Disposition Authority Number DAA-0292-2016-0012-0020

Ad hoc reports to supervisors, stakeholders, and other federal agencies providing updates, status reports, and analyses of emerging issues and trends with refugees. Reports are distributed internally to various ORR staff members, Regions Offices (RO), and externally to various stakeholders (states, voluntary agencies, contractors).

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 the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Office of Refugee Resettlement Presentations

Disposition Authority Number DAA-0292-2016-0012-0021

Presentations created to convey general information about ORR programs. Presentations may be used internally (i.e., ORR staff, grantees, other ACF offices) or externally (i.e. stakeholders, other federal, state, or local agencies, and other interested parties).

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

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Disposition Instruction

Cutoff Instruction Cut off the end of the calendar year when business uses cease.

Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

Office of Refugee Resettlement Unaccompanied Children Case Management Database

Disposition Authority Number DAA-0292-2016-0012-0022

A case management database containing data and records for unaccompanied children (UC). The data and records stored in the database include, but are not limited to; UC demographic and historical information; case management and clinical record; medical records; educational records, and various case assessments; UC sponsor and/or family member demographic; financial; historical information; care provider grantee contact information; program description briefs; and program capacity.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? No

Explanation of limitation Database

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? Yes

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0001

Disposition Instruction

Cutoff Instruction Cut off the end of the fiscal year UC is released from ORR/UC Program custody.

Retention Period Destroy 5 years after cutoff. Longer retention is authorized for business use.

Additional Information

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GAO Approval Not Required

Office of Refugee Resettlement Unaccompanied Children Case Files

Disposition Authority Number DAA-0292-2016-0012-0023

Case files for unaccompanied children (UC) maintained by ORR care provider grantees. Case files include, but are not limited to, the records relating to placement and transfer, release/discharge, case management, immigration/legal, educational, contact/visitation logs, substance abuse treatment, juvenile delinquency/criminal, medical, psychological/psychiatric, clinical-assessments, serious incident reports, home study reports, and post-release services.

Final Disposition Temporary

Item Status Inactive

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

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0292-2019-0009-0002

Disposition Instruction

Cutoff Instruction Cut off the end of the fiscal year UC is released from ORR/UC Program custody.

Retention Period Destroy 3 years after cutoff. Longer retention is authorized for business use.

22

Additional Information

GAO Approval Not Required

Office of Refugee Resettlement Suicide Form

Disposition Authority Number DAA-0292-2016-0012-0024

Refugee suicide information for follow up use with states, public health surveillance, program planning and evaluation.

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 form is received.

Retention Period Destroy 5 years after cutoff. Longer retention is authorized if required for business purposes.

Additional Information

GAO Approval Not Required

Office of Refugee Resettlement Technical Documents
Office of Refugee Resettlement formal program reviews including summaries of ad hoc field investigations and data abstractions.

Final Documents

Disposition Authority Number DAA-0292-2016-0012-0025

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 end of the calendar year documents are published.

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	3 MB	.2 MB
Paper	5 Cubic feet	.5 Cubic feet

23

23.1

Microform		
Hardcopy or Analog Special Media		

23.2

Unpublished documents

Disposition Authority Number **DAA-0292-2016-0012-0026**

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 end of the calendar year written.**

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
03/22/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
04/18/2016	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
05/12/2016	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
06/10/2016	Return for Revision	Carly Docca	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
06/22/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
06/22/2016	Certify	John Ragsdale	Management Analyst	ACF - OA
06/23/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/23/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
06/24/2016	Certify	John Ragsdale	Management Analyst	ACF - OA

07/08/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/11/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
07/12/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/19/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
07/19/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
10/27/2016	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/31/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/01/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/03/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist