

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0013

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 Agency-wide

Schedule Subject Administration for Children and Families Website

Internal agency concurrences will be provided No

Background Information

The Administration for Children and Families (ACF) public website is intended to inform the general public, employees and ACF grantees about ACF and its services. It is a collection of agency linked electronic web pages, which cover strategic plans, policies, programs, publications, press releases, statistical reports, fact sheets, data research, grant opportunities, ACF job & contract opportunities, budget information, and other general resources for the public. The site is managed by the Office of Communications (formerly Office of Public Affairs). This office is responsible for managing the content, governance, design, and maintenance of the website. The Office of Information Systems manages the hosting and servers of the website. Each ACF program office (i.e., Office of Head Start) manages, reviews, and updates their own web pages and content linked to the main webpage. The website pages contain duplicate information and reference material maintained in other ACF record keeping systems. Primary customers of the website are the general public searching for information about grant-related announcements, memos, and instructions. Internal customers consist of 19 offices including the Office of Regional Operations, which represents 10 regional offices around the country.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0292-2016-0013

Sequence Number	
1	Administration for Children and Families Web Content Disposition Authority Number: DAA-0292-2016-0013-0001
2	Administration for Children and Families Website Administrative Policies and Procedures Records Disposition Authority Number: DAA-0292-2016-0013-0002

Records Schedule Items

Sequence Number	
1	<p>Administration for Children and Families Web Content</p> <p>Disposition Authority Number DAA-0292-2016-0013-0001</p> <p>Content information published on the ACF website is strictly duplicate information and reference material with a limited lifecycle. The content and information is published in a variety of formats including html-encoded pages, audiovisual, contextual hyperlinks, PDFs and links to forms or documents. Web content which is defined as a Federal record by the Federal Records Act is maintained offline by the Office of Record in accordance with the disposition instructions governed by the governing NARA-approved records schedule which describes the content. Content is removed from the website when it is superseded, obsolete or no longer needed for ACF business. Examples of duplicate information and reference material posted on the web pages include agency issuances, policy documents, grant funding opportunity announcements, press releases, speeches, informational bulletins, and budget information.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded, obsolete, or no longer needed for ACF business.</p> <p>Retention Period Destroy immediately after cutoff but not longer than the retention of the record copy.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Administration for Children and Families Website Administrative Policies and Procedures Records</p>

Disposition Authority Number DAA-0292-2016-0013-0002

These records reflect the policies and procedures established to ensure oversight of agency website content (internet and intranet). This includes policies outlining the process by which materials are added, changed and/or deleted from the websites.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic records 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? Yes

Disposition Instruction

Cutoff Instruction Cut off when superseded, obsolete, or no longer needed for ACF business.

Retention Period Destroy immediately 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
06/02/2016	Return for Revision	Carly Docca	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
06/06/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
06/08/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
07/21/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/22/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
07/22/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/27/2016	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist