

Request for Records Disposition Authority

Records Schedule Number **DAA-0292-2016-0014**
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 Program Records**
Internal agency concurrences will be provided **No**

Background Information **The Administration for Children and Families (ACF) is a division within the Department of Health & Human Services. ACF promotes the economic and social well-being of families, children, individuals and communities with partnerships, funding, guidance, training and technical assistance.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	5	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0014

Sequence Number	
1	Routine Correspondence Disposition Authority Number: DAA-0292-2016-0014-0001
2	Publications
2.1	Publications-Mission or Programmatic Disposition Authority Number: DAA-0292-2016-0014-0002
2.2	Working papers and background materials. Disposition Authority Number: DAA-0292-2016-0014-0003
3	Still Photos and Images
3.1	Captioned analog photographic prints and negatives. Disposition Authority Number: DAA-0292-2016-0014-0004
3.2	Digital Images Disposition Authority Number: DAA-0292-2016-0014-0005
4	Conference Records
4.1	Agency- Sponsored Significant Conferences and Conventions participated in by the Assistant Secretary, Deputy Assistant Secretary for Policy, Deputy Assistant Secretary for Early Childhood Development, and the Deputy Assistant Secretary for External Affairs. Disposition Authority Number: DAA-0292-2016-0014-0006
4.2	All other Conferences or Conventions Disposition Authority Number: DAA-0292-2016-0014-0007
5	Hi-Level Officials Correspondence Disposition Authority Number: DAA-0292-2016-0014-0008
6	E-Blast Disposition Authority Number: DAA-0292-2016-0014-0009
7	Routine Standard Operating Procedures Disposition Authority Number: DAA-0292-2016-0014-0010
8	Routine Reports Disposition Authority Number: DAA-0292-2016-0014-0011

Records Schedule Items

Sequence Number	
1	<p>Routine Correspondence</p> <p>Disposition Authority Number DAA-0292-2016-0014-0001</p> <p>Correspondence of a routine nature to and from the general public, internal, and agency to agency pertaining day to day operations. May contain controlled correspondence which is routine in nature but came through the Executive Secretariat's office.</p> <p>Final Disposition Temporary</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 the end of the fiscal year.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Publications</p> <p>This record series consists of general and technical literature and promotional items. General and technical literature includes any reports, studies, papers, manuals, handbooks, guidebooks, brochures, or pamphlets developed by ACF staff for external distribution to other governmental entities, organizations, or the public.</p>
2.1	<p>Publications-Mission or Programmatic</p> <p>Disposition Authority Number DAA-0292-2016-0014-0002</p> <p>Publications that document the mission of the agency or its programs. Material that is created to meet specific needs of the general public, other agencies and departments, state and local governments, as well as the needs of the agency. Types of publications may include annual reports, research reports, studies, white papers, manuals, handbooks, guidebooks, brochures, and pamphlets.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p>

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 files at end of 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? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 MB	1 MB
Paper	13.0 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

Working papers and background materials.

Disposition Authority Number **DAA-0292-2016-0014-0003**

Working papers and background used to support agency programs. Includes general management and administrative records such as planning documents, project management files, and routine management studies.

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	
	Cutoff Instruction	Cutoff when the document becomes obsolete, is superseded, or is no longer needed to support program activities.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3	Still Photos and Images	
	Still Photos and Images created, commissioned, or acquired by the agency.	
3.1	Captioned analog photographic prints and negatives.	
	Disposition Authority Number	DAA-0292-2016-0014-0004
	Black and white and color analog photographs, negatives, slides, transparencies, prints, and related documentation and indices documenting high-level officials, significant agency events, historic ceremonies, formal speeches, and presentations.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These are analog only.
	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 present holdings upon approval of the schedule. Cut off any subsequent accumulations every 5 years.
	Transfer to the National Archives for Accessioning	Transfer all analog photographs on hand, and any related finding aids, to the National Archives immediately upon approval of the schedule. Thereafter, transfer five-year blocks to the National Archives within 2 years of cut off.
	Additional Information	

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2006**

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

	Estimated Current Volume	Annual Accumulation:
Electronic/Digital	MB	MB
Paper	2.0 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.2

Digital Images

Disposition Authority Number **DAA-0292-2016-0014-0005**

Digital photographs, and related logs, indices or other finding aids, documenting high-level officials, significant agency events, historic ceremonies, formal speeches, and presentations.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **These are digital images 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**

Disposition Instruction

Cutoff Instruction **Cut off every 5 years.**

Transfer to the National Archives for Accessioning **Transfer all pre-2013 digital photographs, and any related finding aids, to the National Archives immediately upon approval of the schedule. Thereafter, transfer in five-year blocks to the National**

Archives when the oldest photograph in the block is 5 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2006**

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

	Estimated Current Volume	Annual Accunulation
Electronic/Digital	10 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

4

Conference Records

Records created as a result of agency-sponsored national, and international conferences or conventions.

4.1

Agency- Sponsored Significant Conferences and Conventions participated in by the Assistant Secretary, Deputy Assistant Secretary for Policy, Deputy Assistant Secretary for Early Childhood Development, and the Deputy Assistant Secretary for External Affairs.

Disposition Authority Number **DAA-0292-2016-0014-0006**

Files containing information about conferences or conventions. Included are agendas, announcements, press releases, and copies of speeches.

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 annually upon the end of the FY that the conference or convention occurred.**

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 MB	1 MB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.2

All other Conferences or Conventions

Disposition Authority Number **DAA-0292-2016-0014-0007**

Records relating to all conferences or conventions not attended by the Assistant Secretary, Deputy Assistant Secretary for Policy, Deputy Assistant Secretary for early Childhood Development, or the Deputy Assistant Secretary for External Affairs.

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 FY in which conference or convention occurred.**

5

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Hi-Level Officials Correspondence

Disposition Authority Number DAA-0292-2016-0014-0008

Correspondence signed by high-level officials, including the Assistant Secretary, the Deputy Assistant Secretary for Policy, the Deputy Assistant Secretary for Early Childhood Development, and the Deputy Assistant Secretary for External Affairs.

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 end of 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? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	5 MB
Paper	6.5 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

6

E-Blast

Disposition Authority Number **DAA-0292-2016-0014-0009**

Mass communications to inform large audiences of policy.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Only sent out in electronic form.**

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 when message has been superseded or
become obsolete.**

Retention Period **Destroy immediately after cutoff.**

Additional Information

GAO Approval **Not Required**

7

Routine Standard Operating Procedures

Disposition Authority Number **DAA-0292-2016-0014-0010**

Procedural documentation developed at the Division or Office level to provide instructions for carrying out the Agency's non-mission related responsibilities. These records do not establish policy, but rather are instructions for implementing policy in a consistent, effective, and efficient manner. Records include standard operating procedures developed to implement policies formalized by the Office or Division which governs workforce administrative activities; instructional bulletins; and related memoranda.

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 when SOP has been superseded or become
obsolete.**

8

Retention Period	Destroy immediately after cutoff.
Additional Information	
GAO Approval	Not Required
Routine Reports	
Disposition Authority Number	DAA-0292-2016-0014-0011
Routine weekly, and monthly, or annual reports used to provide information to internal departments or the Assistant Secretary from regional or headquarters.	
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 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
05/05/2016	Return for Revision	Tom Cotter	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
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