

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0015
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 Child Support Enforcement
Minor Subdivision Office of Audit
Schedule Subject Records of the Office of Child Support Enforcement Office of Audit
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0015

| Sequence Number | |
|-----------------|---|
| 1 | Audits Involving Substantial Compliance with Program Regulations Disposition Authority Number: DAA-0292-2016-0015-0001 |
| 2 | Audits Not Involving Substantial Compliance with Program Regulations Disposition Authority Number: DAA-0292-2016-0015-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Audits Involving Substantial Compliance with Program Regulations</p> <p>Disposition Authority Number DAA-0292-2016-0015-0001</p> <p>All working paper files created from conducting audits of State Child Support Enforcement (CSE) programs for the purpose of evaluating compliance with the penalty provisions of Section 403(h) of the Social Security Act. Working paper folders contain working paper support for the audit findings, referencing and quality control files, revisions made by Central Office, audit trails (both the original sent by the State and any modifications made), interim reports, States' comments, Regional Representatives' comments, final reports and related correspondence. Official working paper files are maintained by the Area Audit Offices. Other files related to these assignments such as the Master Report File are maintained by the Office of the Director, Office of Audit, Regional Audit Manager, and Office of Audit Support.</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>GRS or Superseded Authority Citation N1/292/95/1/IA1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the calendar year of the issuance of the final report or when outstanding audits findings have been resolved.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Audits Not Involving Substantial Compliance with Program Regulations</p> <p>Disposition Authority Number DAA-0292-2016-0015-0002</p> <p>All working paper files created from developing and conducting audits not involving evaluation compliance with the penalty provisions of Section 403(h) of the Social Security Act. Working paper folders include working paper support for audit findings, referencing and quality control files, revisions made by Central Office,</p> |

audit trails (both the original sent by the State and any modifications made), interim reports, States' comments, Regional Representatives' comments, final reports and related correspondence. Working paper files are maintained by Area Audit Offices. Other related files, such as the Master Report Folder are maintained by the Office of the Director, Office of Audit, Regional Audit Manager, and Office of Audit Support.

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 N1/292/95/1/IB1

Disposition Instruction

Cutoff Instruction Cut off files at the end of the calendar year of the issuance of the final report or when outstanding audits findings have been resolved.

Retention Period Destroy 8 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 |
|------------|----------------------------|---------------------|--|---|
| 04/22/2016 | Certify | Roydon Pratt | Facilities Director | Office of Administration - Office of Management Operations |
| 08/17/2016 | Submit for Concur rence | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 08/23/2016 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Serivces |
| 08/23/2016 | Concur | Laurence Brewer | Director, National R ecords Management Program | National Archives and Records Administration - National Records Management Program |
| 08/25/2016 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |