

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Audits Involving Substantial Compliance with Program Regulations</b></p> <p>Disposition Authority Number      <b>DAA-0292-2016-0015-0001</b></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                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1/292/95/1/IA1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>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.</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Audits Not Involving Substantial Compliance with Program Regulations</b></p> <p>Disposition Authority Number      <b>DAA-0292-2016-0015-0002</b></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 Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/25/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist