

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2018-0004
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 Care
Schedule Subject Records specific to the Program Office of Child Care
Internal agency concurrences will be provided No

Background Information No previous records schedules covered the subjects specific to the Office of Child Care databases, and also there has been the addition of a mandated website - ChildCare.gov
Items Include:
1. State and Territory Child Care Case Level Data (form ACF-801)
2. State and Territory Child Care Case Aggregate Level Data (form ACF-800)
3. Tribal Child Care Case Aggregate Level Data (form ACF-700)
4. ChildCare.gov (content)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2018-0004

Sequence Number	
1	State and Territory Child Care Case Level Data (ACF-801) Disposition Authority Number: DAA-0292-2018-0004-0001
2	State and Territory Child Care Case Aggregate Level Data (ACF-800) Disposition Authority Number: DAA-0292-2018-0004-0002
3	Tribal Child Care Case Aggregate Level Data (ACF-700) Disposition Authority Number: DAA-0292-2018-0004-0003
4	ChildCare.gov Content Disposition Authority Number: DAA-0292-2018-0004-0004

Records Schedule Items

Sequence Number	
1	<p>State and Territory Child Care Case Level Data (ACF-801)</p> <p>Disposition Authority Number DAA-0292-2018-0004-0001</p> <p>Monthly case level database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-801 form approved by OMB (OMB Approval Number: 0970-0167).</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? 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 Cutoff at three months following the end of the fiscal year data was reported, i.e., cutoff for FY2015 data is 12/31/2015.</p> <p>Retention Period Delete 8 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>State and Territory Child Care Case Aggregate Level Data (ACF-800)</p> <p>Disposition Authority Number DAA-0292-2018-0004-0002</p> <p>Annual aggregate database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-800 form approved by OMB (OMB Approval Number: 0970-0150).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

3

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

Cutoff at three months following the end of the calendar year data was reported. For example, cutoff for FY2015 data is 3/31/2016.

Retention Period

Delete 8 years after cutoff

Additional Information

GAO Approval

Not Required

Tribal Child Care Case Aggregate Level Data (ACF-700)

Disposition Authority Number DAA-0292-2018-0004-0003

Annual aggregate database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-800 form approved by OMB (OMB Approval Number: 0970-0430).

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?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff at three months following the end of the calendar year data was reported. For example, cutoff for FY2015 data is 3/31/2016.

Retention Period

Delete 8 years after cutoff.

Additional Information

GAO Approval

Not Required

4

ChildCare.gov Content

Disposition Authority Number **DAA-0292-2018-0004-0004**

Consumer education materials available on the childcare.gov website. The website is required by the Child Care and Development Block Grant to disseminate publicly available child care consumer education information for parents. The information on the website will help parents access safe and quality child care services in their community and provide links to their state or territory child care website.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff when superseded, obsolete, or when no longer needed to support ACF business.**

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
07/11/2018	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/06/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/07/2018	Submit For Certification	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/07/2018	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
11/19/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/20/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist