

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="331 385 1166 421"><b>State and Territory Child Care Case Level Data (ACF-801)</b></p> <p data-bbox="331 438 1143 474">Disposition Authority Number      <b>DAA-0292-2018-0004-0001</b></p> <p data-bbox="331 495 1481 646">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 data-bbox="331 666 911 702">Final Disposition                      <b>Temporary</b></p> <p data-bbox="331 721 841 757">Item Status                              <b>Active</b></p> <p data-bbox="331 776 808 812">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="331 832 808 953">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="331 972 808 1072">Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p data-bbox="331 1108 651 1144"><b>Disposition Instruction</b></p> <p data-bbox="331 1164 1507 1285">Cutoff Instruction                      <b>Cutoff at three months following the end of the fiscal year data was reported, i.e., cutoff for FY2015 data is 12/31/2015.</b></p> <p data-bbox="331 1304 1127 1340">Retention Period                      <b>Delete 8 years after cutoff.</b></p> <p data-bbox="331 1376 646 1412"><b>Additional Information</b></p> <p data-bbox="331 1432 943 1468">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="331 1491 1321 1527"><b>State and Territory Child Care Case Aggregate Level Data (ACF-800)</b></p> <p data-bbox="331 1544 1143 1581">Disposition Authority Number      <b>DAA-0292-2018-0004-0002</b></p> <p data-bbox="331 1602 1481 1753">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 data-bbox="331 1772 911 1808">Final Disposition                      <b>Temporary</b></p> <p data-bbox="331 1827 841 1864">Item Status                              <b>Active</b></p> <p data-bbox="331 1883 808 1919">Is this item media neutral?          <b>Yes</b></p>

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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

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**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