

Request for Records Disposition Authority

Records Schedule Number	DAA-0292-2020-0005
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 Planning, Research and Evaluation (OPRE)
Schedule Subject	Office of Planning, Research and Evaluation (OPRE) Studies and Reports
Internal agency concurrences will be provided	No
Background Information	<p>The Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families, Department of Health and Human Services (HHS) is responsible for advising the Assistant Secretary for Children and Families on increasing the effectiveness and efficiency of programs to improve the economic and social well-being of children and families. These programs include, but are not limited to, the Temporary Assistance for Needy Families (TANF) program, Child Support Enforcement, Child Welfare, Child Care, Head Start, Early Head Start, Home Visiting, and other cross-cutting and/or demonstration programs that are intended to affect the economic and social well-being of children and families. OPRE also examines programmatic and contextual factors that may be needed to better understand the populations that these programs serve or the environment in which these programs operate.</p> <p>OPRE studies ACF programs and the populations they serve through rigorous social science research and evaluation projects. These include evaluations of existing programs, evaluations of innovative approaches to helping low-income children and families, statistical reports, research syntheses, and descriptive and exploratory studies. OPRE conducts these studies and evaluations through grants, contracts, and original analysis.</p> <p>OPRE's research is directed to a broad audience, which includes ACF program offices, researchers, practitioners, policymakers, and program providers. OPRE collaborates with program offices across ACF and works with multiple partners to oversee a comprehensive, multi-faceted research agenda through the design of initiatives, award and oversight of grants and contracts, tracking and analysis</p>

of research findings, and linking of research and data to policy decisions.

OPRE studies and reports typically take three distinct forms: Published reports, clearinghouse records, and datasets. Published reports are already captured as permanent records under Administration for Children and Families Program Records, DAA-0292-2016-0014. The proposed schedule pertains only to OPRE clearinghouse records and datasets.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2020-0005

Sequence Number	
1	Clearinghouse Website Records
1.1	OPRE Intervention Reviews Disposition Authority Number: DAA-0292-2020-0005-0001
1.2	Intervention Handbooks or Manuals Disposition Authority Number: DAA-0292-2020-0005-0002
2	Datasets
2.1	ACF Datasets Disposition Authority Number: DAA-0292-2020-0005-0004
2.2	All Other Datasets Disposition Authority Number: DAA-0292-2020-0005-0005

Records Schedule Items

Sequence Number	
1	<p>Clearinghouse Website Records OPRE catalogs, reviews, and disseminates evidence related to ACF programs. OPRE conducts systematic reviews of the effectiveness of interventions designed to help job seekers who are low-income succeed in the labor market, research on programs and services for children and families to prevent foster care placements, the evidence for early childhood home visiting services, and sponsors the Child Care and Early Education Research Connections.</p>
1.1	<p>OPRE Intervention Reviews</p> <p>Disposition Authority Number DAA-0292-2020-0005-0001</p> <p>Reviews containing information on OPRE contractor review of studies about relevant interventions. Records include information about the review procedures; interventions reviewed; details of research studies reviewed; and review results such as assessments of evidence of effectiveness and summaries of review findings across interventions. Reviews may also contain administrative information that is incidental to the review of research, such as annual requests for studies to be reviewed, generic program overview information, contact information, and frequently asked questions.</p> <p>Final Disposition Permanent</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 Cut off at the end of the Calendar Year in which the report is final</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1997 To 2006</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	600 MB	25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Intervention Handbooks or Manuals

Disposition Authority Number **DAA-0292-2020-0005-0002**

Copies of handbooks or manuals for the various interventions reviewed by OPRE contractor. Interventions reviewed (and associated handbooks/manuals) are created by public and private researchers such as universities, government researchers, grantees. The schedule pertains to the handbook or manual version maintained in the clearinghouse database.

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 **Cut off at the end of the Calendar Year in which the report is final**

Retention Period **Destroy 15 years after cutoff, but longer retention is authorized if needed for business use**

Additional Information

GAO Approval **Not Required**

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Datasets

Datasets about young children, their families and communities, and the programs that serve them. Datasets contain the raw data used in various studies. Datasets are currently maintained in the Child and Family Data Archive.

2.1

ACF Datasets

Disposition Authority Number **DAA-0292-2020-0005-0004**

Datasets pertaining to ACF funded research.

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? **Yes**

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

Disposition Instruction

Cutoff Instruction **Cut off at the end of Calendar Year in which data is reported**

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 2006 To 2006**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	450 MB	30 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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2.2

All Other Datasets

Disposition Authority Number **DAA-0292-2020-0005-0005**

All datasets not derived from an ACF study or intervention. Includes datasets from other federal agencies as well as private researchers.

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 **Cut off at the end of the Calendar Year in which data is reported**

Retention Period **Destroy 15 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
01/13/2020	Certify	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
02/08/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
02/23/2021	Submit For Certification	Anthony Reeves	Management Analyst	ACF - OCIO
03/23/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
04/01/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
04/07/2021	Submit For Certification	Anthony Reeves	Management Analyst	ACF - OCIO
04/28/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
09/13/2022	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
09/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

09/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office
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