

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2021-0003

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 Agency-wide

Schedule Subject Technical Assistance Records

Internal agency concurrences will
be provided **No**

Background Information

The Administration for Children & Families (ACF) is a division of the Department of Health & Human Services. ACF promotes the economic and social well-being of families, children, individuals and communities. ACF funds numerous programs at the state, tribal, and local level that aim to encourage strong, healthy, supportive communities; create partnerships with service providers, states, localities and tribal communities to identify and implement solutions that transcend traditional program boundaries; empower families and individuals to increase their economic independence and productivity; and improve access to services for all, including vulnerable populations. To meet these objectives, various ACF programs fund the development and dissemination of technical assistance (TA) materials/resources designed to build capacity and promote best practices across locally run programs, which include states, territories, tribes and service providers and partners. These TA materials/resources are available on public-facing websites funded and managed by various ACF programs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2021-0003

Sequence Number

1	Technical Assistance Records Disposition Authority Number: DAA-0292-2021-0003-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 776 411">Technical Assistance Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0292-2021-0003-0001</p> <p data-bbox="345 485 1503 905">Technical assistance materials/resources developed by technical assistance (TA) providers funded by various ACF programs, designed to build program capacity and promote best practices across locally run programs, including states, territories, tribes, and service providers and partners. The resources cover a wide range of topics, for example, briefings on equal access topics and increasing access to services, consistent terminology for translating materials from English to Spanish, strategies to help grantees create information for families about health and safety in child care environments, resources that describe program standards, or materials that address cost estimation models, and many more. Records include, but are not limited to, webinars, instructional videos, reference material, blogs, infographics, curriculum, and other web content.</p> <p data-bbox="345 926 919 957">Final Disposition Temporary</p> <p data-bbox="345 978 850 1010">Item Status Active</p> <p data-bbox="345 1031 818 1062">Is this item media neutral? Yes</p> <p data-bbox="345 1083 818 1209">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 data-bbox="345 1230 818 1314">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1335 1149 1398">GRS or Superseded Authority Citation DAA-0292-2016-0004-0001</p> <p data-bbox="345 1440 659 1472">Disposition Instruction</p> <p data-bbox="345 1493 1446 1566">Cutoff Instruction Cut off when superseded, obsolete, or no longer needed to support ACF business.</p> <p data-bbox="345 1587 1495 1661">Retention Period Destroy 5 year(s) after Cut off. Longer retention is authorized if needed for agency business purposes.</p> <p data-bbox="345 1703 659 1734">Additional Information</p> <p data-bbox="345 1755 951 1787">GAO Approval Not Required</p>

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
04/28/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
06/14/2021	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
06/15/2021	Submit For Certification	Anthony Reeves	Management Analyst	ACF - OCIO
06/17/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
07/26/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
07/26/2021	Submit For Certification	Anthony Reeves	Management Analyst	ACF - OCIO
07/27/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
11/02/2021	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
11/09/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/09/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

11/09/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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