

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 |
|------------------------------|

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|---|
| Disposition Authority Number: DAA-0292-2021-0003-0001 |
|---|

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="345 380 776 411"><b>Technical Assistance Records</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      DAA-0292-2021-0003-0001</p> <p data-bbox="345 485 1507 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"><b>Disposition Instruction</b></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"><b>Additional Information</b></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 -<br>Office of the Archivist |
|------------|---------|----------------|--------------------------------|--|