

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2021-0004

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 Agency-wide

Schedule Subject Collaborative's Services and Outcomes Tracking System

Internal agency concurrences will be provided No

Background Information Records are maintained in an online tracking system that allows Capacity Building Centers to record data about the universal, constituency, and tailored services they provide to states, tribes, and Court Improvement Programs. The current tracking system, CapTRACK, captures information on products and events and individualized tailored services including assessment and work plan data and tailored service delivery data.

Data is used to monitor Centers' service provision and to conduct Center-specific and cross-site evaluations on Center services, collaboration, and service outcomes. Evaluation data is shared regularly with the Children's Bureau (CB) and is used to respond to periodic requests from Congress.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2021-0004

Sequence Number	
1	Assessment and Work Plan Data Disposition Authority Number: DAA-0292-2021-0004-0001
2	Tailored Service Delivery Data Disposition Authority Number: DAA-0292-2021-0004-0002
3	Products and Events Disposition Authority Number: DAA-0292-2021-0004-0003

Records Schedule Items

Sequence Number	
1	<p>Assessment and Work Plan Data</p> <p>Disposition Authority Number DAA-0292-2021-0004-0001</p> <p>Prior to providing services, Centers conduct assessments to identify program needs and the services that should be provided. Assessment data includes areas of need and work plan areas, goals, and expected and actualized outcomes (capacity building outcomes, progress in change management, and expected and actualized changes in practice).</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 upon completion of final report or termination of evaluation of Center services.</p> <p>Retention Period Destroy 5 year(s) after Cut Off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Tailored Service Delivery Data</p> <p>Disposition Authority Number DAA-0292-2021-0004-0002</p> <p>Capacity Building Centers work directly with state and tribal child welfare agencies and Court Improvement Programs. Centers provide technical assistance services that are tailored to the specific and unique needs of the state, tribe, or program. Data captured includes information on the characteristics of services, including type of tailored service, the role of service recipients, service strategies, dates of service, modality (onsite/offsite), topic, and hours of service provided.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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 upon completion of final report or termination of evaluation of Center services.

Retention Period Destroy 5 year(s) after Cut Off

Additional Information

GAO Approval Not Required

Products and Events

Disposition Authority Number DAA-0292-2021-0004-0003

Universal and Constituency Services include products and events. Centers record information on the number and characteristics of the products they produce and the events they provide to support capacity building among multiple jurisdictions. A product is a resource or tool that is intended to transfer knowledge and facilitate learning that is created with the intent to build the capacity of multiple jurisdictions. Products can be publications (e.g., tipsheet, brief, guide, article) or digital products, such as videos, audio podcasts, or a recorded event. Centers provide a description of each product produced including the date of completion, the areas addressed by the product, the audiences targeted, involvement of other organizations in product development, and expected outcomes of the product. An event is a service activity that involves live interaction between a Center representative and an audience representing participants from multiple jurisdictions. An event is typically intended to increase jurisdiction awareness, transfer knowledge, facilitate learning or promote peer connections. Centers provide a description of each event held including the date of the event, the hours of service provided, the areas addressed by the event, the professional role of those that attended the event, and involvement of other organizations or stakeholders in the event, and the expected outcomes of the event.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

3

electronic format(s) other than e-mail and word processing?

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

Yes

Disposition Instruction

Cutoff Instruction

Cutoff upon completion of final report or termination of evaluation of Center services.

Retention Period

Destroy 5 year(s) after Cut Off

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
05/21/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
05/26/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
05/27/2021	Submit For Certification	Anthony Reeves	Management Analyst	ACF - OCIO
06/17/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
09/17/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
10/07/2021	Submit For Certification	Clarence Hawkins	Records Manager	OCIO - PMG
02/10/2022	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
05/11/2022	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/02/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

06/08/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office
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