

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	71-292-01-1
1 FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	8-30-00
2 MAJOR SUBDIVISION Administration for Children and Families		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Barbara A. DiChiacchio	5 TELEPHONE 202-401-5521	DATE	ARCHIVIST OF THE UNITED STATES
		6-6-01	John W. Paul

**6 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE JUL 21 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE Records Management Officer, HHS
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The Administration for Children and Families (ACF) Year 2000 Documents.		

*Copy to: agency, NWMD 6/8/01 clb*

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

Records Schedule  
Year 2000 Documents  
Updated 1/8/01

1. **Assessment Records** - Documents the assessment of the Y2K problems.
  - a) Assessment Reports, final versions as sent to States.
  - b) Assessment Reports, draft versions.
  - c) Correspondence with States assessments.
  - d) Documents regarding Assessment Report follow-up, in mixed paper and electronic format.
  - e) Assessment site visits working materials, in mixed paper and electronic. Transfer paper medium to records center.
  - f) Training materials for assessment training, in paper medium.
  - g) Training materials for state BCCP training, in paper medium.
  - h) State BCCP documents in mixed paper and electronic format.

**DISPOSITION AUTHORITY:** Temporary. Retire to Records Center facility at close of project. Destroy records when two years old.

2. **Reporting Records** - Documents required or voluntary reporting of Y2K status.
  - a) Quarterly State Y2K compliance self-reports.
  - b) Quarterly reports to OMB.
  - c) Various monthly and other reports.

**DISPOSITION AUTHORITY:** Temporary. Retire to Records Center facility at close of project. Destroy records when two years old.

3. **Electronic Copies** created on electronic mail and word processing systems.

3a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

**Disposition:** DELETE within 180 days after the recordkeeping copy has been produced.

3b) Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** DELETE when dissemination, revision, or updating is complete

4. **Contract Records** - Records created and maintained in the Office of Grants Acquisition Management (OGAM), Assistant Secretary for Management and Budget (ASMB).

**DISPOSITION AUTHORITY:** Records to be retained according to the General Records Schedule (GRS) 3 and the Federal Acquisition Regulation (FAR), Part 4, Subpart 4.704.

Revisions approved 12/12/00 by  
Barbara D'Chiacchio / MOD

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

Records Schedule  
Year 2000 Documents

**1. Assessment Records** - Documents the assessment of the Y2K problems

Assessment Reports, final versions as sent to States, in electronic format. Maintain at ACF.

Assessments Reports, draft versions, in electronic format. Maintain at ACF.

Correspondence with States assessments, in paper medium. Transfer to records center

*See revised SF 115*

Documents regarding Assessment Report follow-up, in mixed paper and electronic format. Maintain electronic format at ACF. Transfer paper medium to records center.

Assessment site visits working materials, in mixed paper and electronic format. Maintain electronic format at ACF. Transfer paper medium to records center.

Training materials for assessment training, in paper medium. Transfer to records center.

Training materials for state BCCP training, in paper medium. Transfer to records center.

State BCCP documents in mixed paper and electronic format. Maintain electronic records at ACF. Transfer paper medium to records center.

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

**2. Certification Records** - Documents Y2K certification

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

**3. Implementation/Renovation/Repair Records** - Documents actions taken to correct Y2K problems

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

01-292-01-1

Federal Acquisition Regulation (FAR), Part 4, Subpart 4.704

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See Revised  
SF 115

4. **Planning Records** - Documents planning done for assessment or implementation phases of Y2K problem resolution

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

5. **Reporting Records** - Documents required or voluntary reporting of Y2K status.

Quarterly State Y2K compliance self-reports, in paper format  
Transfer to the records center

Quarterly reports to OMB, in electronic format Maintain electronic format at ACF

Various monthly and other reports, in electronic format Maintain electronic format at ACF

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

*See revised SF 115*

6. **Software Records** - Documents any changes developed on existing software to correct Y2K problems

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002 or until relevant computer records are destroyed or migrated to new software, whichever is longer, then destroy

7. **Testing Records** - Documents any testing done to detect Y2K problems or verify correction of Y2K problems

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

8. **Oversight Records** - Records provided OIG oversight

**DISPOSITION AUTHORITY:** Destroy records December 31, 2002

9. **Electronic Mail** - Word processing version of records

**DISPOSITION AUTHORITY:** Delete when file copy is generated and which no longer needed for reference or updating

10. **Contract Records** - Records created and maintained in the Office of Grants Acquisition Management (OGAM), Assistant Secretary for Management and Budget (ASMB)

**DISPOSITION AUTHORITY:** Retain records according to the