

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-292-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records presumed destroyed at agency.

Date Reported: 07/13/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<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 <b>71-292-01-1</b>	
1 FROM (Agency or establishment) <u>Department of Health and Human Services</u>		DATE RECEIVED <b>8-30-00</b>	
2 MAJOR SUBDIVISION <u>Administration for Children and Families</u>		NOTIFICATION TO AGENCY  <small>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</small>	
3 MINOR SUBDIVISION <u>Office of Administration</u>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>Barbara A. DiChiacchio</u>	5 TELEPHONE <u>202-401-5521</u>	DATE <u>6-6-01</u>	ARCHIVIST OF THE UNITED STATES <u>John W. Carl</u>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>JUL 21 2000</b>	SIGNATURE OF AGENCY REPRESENTATIVE <u>A Prentice Barnes, Sr.</u>	TITLE <u>Records Management Officer, HHS</u>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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