

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-292-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Administration for Children and Families			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Douglas Johnson, ACF Records Officer	5 TELEPHONE NUMBER 202-690-1205	DATE <i>05 Feb 2010</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 needed now for the business for 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 09/22/2009	SIGNATURE OF AGENCY REPRESENTATIVE S // Yvonne K Wilson <i>Yvonne K. Wilson</i>		TITLE HHS Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>ACF Grants Center of Excellence Systems (COE) Functional Bucket</u> See attached		

ACF Grants Center of Excellence Systems (COE) - ERS

ACF Grants Center of Excellence Systems (COE)

These systems comprise the ACF suite of applications and databases that are devoted to Grant processing from award determination to closeout. The data held within these systems are records associated with individual grants and include the program grant announcement, entities that are awarded a grant under that announcement, conditions of the grant (including performance outcomes, finances and the life of the grant).

Official grant files are maintained in hard copy form and disposed of under authority N1-292-96-1/A

- 1 ~~Grants Administration Tracking & Evaluation System (GATES)~~ ^{Grant Solutions} provides business solutions to grants officers and specialists to manage their grant programs and process grant applications from receipt through award. Financial information is exchanged electronically with the HHS UFMS enterprise financial system, and standards are being developed to interface with any financial accounting system.

*change per agency
e-mail 6/29/11
WWK*

Grant Solutions

~~GATES~~ data are provided in the following segments and include, but are not limited to these fields:

Grant Preparation – Announcement, CFDA, Funding Category, Grant Application, Panel, Panel Review, Criteria, Program, Review, Reviewer, Score

Grant – Action, Grant Entity

Grantee – Address, department, person, Sub Grantee

Post Award – Audit Attributes, Audit Follow-Up, External Audit, Goal, Internal Audit, Objective, Performance Measure, Real Property

Financial – Allotment, Apportionment, Appropriation, Approved Financial Data, Commitment

Disposition: TEMPORARY. Cutoff at the end of fiscal year after closeout. Destroy/delete data after six years and 3 months.

- 2 **Program Announcement Template System (PATS)** provides document management and workflow routing for creation, review and approval of program announcements that are published in the Federal Register and on Grants.gov. The system holds announcements from previous submissions that are used as templates for successive announcements for each program.

PATS data include, but are not limited to: Program Office Name, Announcement type, Funding Opportunity Title, and Description.

Disposition: TEMPORARY. Destroy/delete when superseded or obsolete

3 **COE Output Records**

~~Pipeline Reports include, but are not limited to Forecast, Closed Audit Reports, Mandatory Grant and Action Counts, Overdue Audit Reports, Mandatory Sync Report and Grantee Activity Report~~

GRS 20, Items 4, 5, 6, 12 and 16

~~Aggregate Reports include, but are not limited to Active Grants, Basic Grant Certification, Historical Audit Report, CCDF Grant Award Summary, Program Awards by State and Summary of Award Amount by FY~~

Disposition: TEMPORARY. Cutoff at end of fiscal year when created. Destroy/Delete five years after creation or when no longer needed for administrative, legal, audit or other operational purposes, whichever is later

3 **COE System Documentation**

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA approved agency schedule~~

GRS 20, Item 11a1

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later