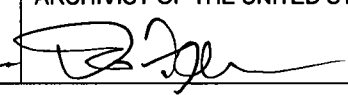


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|--|--|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br><i>N1-292-10-2</i>   |   |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br><i>2/12/2010</i>  |   |
| 1 FROM (Agency or establishment)<br>Department of Health and Human Services  |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |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<br>Administration for Children and Families  |  |  |   |
| 3 MINOR SUBDIVISION  |  |  |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Douglas Johnson, ACF Records Officer   | 5 TELEPHONE NUMBER<br>202-690-1205   | DATE<br><i>2-12-10</i>   | ARCHIVIST OF THE UNITED STATES<br> |
| 6 AGENCY CERTIFICATION<br>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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |   |
| DATE<br>02/04/2010   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Yvonne K. Wilson</i><br>S // Yvonne K. Wilson |  | TITLE<br>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| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)   |
|  | <b><u>ACF OCSE NDNH Electronic Records Schedule</u></b><br><br>See attached            |  |   |

## ACF OCSE National Directory of New Hires (NDNH) Functional Bucket – attachment to SF 115.

- Item OCSE National Directory of New Hires (NDNH)  
# These systems comprise applications and databases that are related to NDNH reporting and processing. The NDNH is a national repository of employment information. The purpose of the system is to assist states in locating individuals in a paternity establishment case or a case involving the establishment, modification or enforcement of a support order, by matching records from the FCR to the NDNH and returning results to states. It also supports access and matching of NDNH data with other authorized Federal and State agencies. It accepts W-4 and Quarterly Wage (QW) information from States, territories and Federal agencies. From States and territories it also receives Unemployment Insurance (UI) benefit information. The Multi-State Employer Registry (MSER) is a subsystem of the NDNH. It is a repository of information about employers that select one state where employees are working and report all new hires to that state's designated New Hire Reporting Office. The NDNH systems include the following systems, but are not limited to
- National Directory of New Hires (NDNH)
  - Multi-State Employer Registry (MSER)

- 1 Database Records
- a) New hire information - employee name, social security number (SSN), employee address, employer name, federal employer identification number (FEIN) and employer address
- Quarterly wage information – employee name, SSN, employee quarterly wage amount, employer name, FEIN and employer address
- Unemployment insurance information - beneficiary name, SSN, quarterly benefit amount and beneficiary address

**Disposition: TEMPORARY** Cut off records quarterly. Delete records 24 months after cutoff (Title 42 U S C § 653(1)(2))

- b) Multi-state employer information – Employer name, FEIN, subsidiary FEIN, state to which new hires will be reported and states in which the company has employees

**Disposition: TEMPORARY.** Cut off after discovering that the employer is no longer participating as a multi-state employer (either no longer in business or no longer reporting new hires to one state) Delete three years after cut off or by request of the multi-state employer when no longer participating, whichever is later.