REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
Department of Health and Human Services

MAJOR SUBDIVISION
Administration for Children and Families

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Douglas Johnson, ACF Records Officer

TELEPHONE NUMBER
202-690-1205

DATE
02/04/2010

SIGNATURE OF AGENCY REPRESENTATIVE
S // Yvonne K. Wilson

TITLE
HHS Records Officer

ACF OCSE NDNH Electronic Records Schedule

See attached
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)

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.