

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-292-10-3	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/12/10	
1 FROM (Agency or establishment) Department of Health and Human Services		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (ACF)			
3 MINOR SUBDIVISION Office of Child Support Enforcement (OCSE)			
4 NAME OF PERSON WITH WHOM TO CONFER Douglas Johnson, ACF Records Officer Mary Butler, ACF FCR Subject Matter Expert	5 TELEPHONE NUMBER (202)260-1205 (202)205-3605	DATE 17 Oct 10	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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>5</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 August 9, 2010	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K Wilson <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Department of Health and Human Services, Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), Federal Case Registry (FCR) electronic systems		

**Attachment to SF115: Administration for Children and Families (ACF) Office of Child Support Enforcement (OCSE) Federal Case Registry (FCR) Functional Bucket**

**OCSE Federal Case Registry (FCR) and Related Systems**

The Federal Office of Child Support Enforcement (OCSE), Federal Parent Locator Service, supports various programs and initiatives that support the location of participants in child support cases, collection of child support payments, enforcement of child support orders, communication between States, and online profile information regarding how counties, States, regions, Tribes and international offices operate. The Federal Case Registry (FCR) contains state Child Support Enforcement (IV-D) and non IV-D case data and serves as a pointer system to help locate persons across state lines. Title IV-D refers to state-run child support enforcement programs which are funded through grants provided for by the Social Security Act of 1975. Title IV of the Social Security Act covers grants to states for the purpose of providing aid and services to needy families with children and for child-welfare services. Part D of that law covers child support and the establishment of paternity.

Person-specific data in the FCR are matched daily against employment data in the National Directory of New Hires (NDNH) and sent to states to facilitate case processing and increase collections, especially through automated income withholding. Additionally, matches are sent to states to inform them if a IV-D case participant in their state appears as a participant in a IV-D or non IV-D case in another state. The FCR also serves as the conduit for matching against the following sources: Department of Defense (DOD), Department of Veteran Affairs (VA), Federal Bureau of Investigation (FBI), Internal Revenue Service (IRS), National Security Agency (NSA) and Social Security Administration (SSA). In September 2002, the Federal Office of Child Support Enforcement (OCSE) conducted a study to gauge state interest in an Interstate Case Reconciliation (ICR) project to be performed at the national level. Based on the interest level among the states, in May 2003 OCSE decided to proceed with the project. Participating states write and transmit to OCSE an extract file of all cases they consider interstate. OCSE matches the extracts with all participating states' extracts (or with FCR-derived data for non-participating states), and returns the matched cases (broken down by error reason codes) for state reconciliation.

The Federal Case Registry (FCR) systems include but are not limited to the following electronic systems:

Federal Case Registry (FCR) system

Interstate Case Reconciliation (ICR) system

## **Item 1. Input Records**

Data inputs are received from the following sources-

**State Case Registry (SCRs)**—SCR systems provide state case information to the FCR related to child support cases, participants and requests for locate services-

**Federal Agency Input**—Agencies listed below provide location and asset information including but not limited to Home Address, Work Address, Salary, Date of Hire, Date of Death, Benefit Amount, Prison Name, Confinement Date and Release Date-

Department of Defense (DOD)

Department of Health and Human Services (HHS)

Internal Revenue Service (IRS)

Social Security Administration (SSA)

Department of Veteran Affairs (DVA)

Federal Bureau of Investigation (FBI)

National Security Agency (NSA)

National Change of Address (NCOA)

**National Directory of New Hires (NDNH)**—NDNH provides new hire, quarterly wage and unemployment information. The purpose of the National Directory of New Hires (NDNH) system is to provide a national directory of employment and unemployment insurance information that will enable state Child Support Enforcement (IV-D) agencies to be more effective in locating noncustodial parents, establishing child support orders and enforcing child support orders. State Directories of New Hires (SDNHs), State Workforce Agencies (SWAs), and Federal agencies provide information to the NDNH-

**Defense Eligibility Enrollment System (DEERS)**—DEERS system provides information to FCR about children eligible for TRICARE medical coverage-

**Interstate Case Reconciliation (ICR)**—data is received from the States, ACF matches the data, and then returns the data to the States for data reconciliation—provides case and participant information about interstate cases for reconciliation with other state interstate cases-

(a) **Data files from State child support agencies**—Electronic records furnished by the State child support agency containing child support case and order information (input files)-

**Disposition: TEMPORARY.** Cut off every 60 days—Delete after cutoff (GRS 20, item 2e)

(b) **Data files containing matches from other Federal Agency systems (locate requests)**

**Disposition: TEMPORARY.** Cut off every 60 days—Delete after cutoff (GRS 20, item

2e)

**(e) ~~Data files received from State child support agencies for Interstate Case Reconciliation (ICR)~~**

**Disposition: TEMPORARY.** ~~Cut off reconciled cases at end of fiscal year Delete one year after cutoff (GRS 20, item 2e)~~

**Item 2. Master Files**

(a) **Case/Person Records** Information received from states related to child support cases Data elements include State, Case Id, Case Type, Order Indicator, SSN, SSN Sequence number, SSN Verification, Name, Sex, Date of Birth, Family Violence, Participant Type, Date of Death, and Registration Date

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which case is closed Delete three years after cutoff

(b) **Locate, Locate Source and NDNH Match Result records**

Data elements include the following.

Locate Data – Name, SSN, Date of Birth, Sex, State, User Code, SSN Verification, Request Type, State Case Id, Participant Type, Requestor Id

Locate Source Data – SSN, Locate Source, Locate Date, Results Code, Locate Sent Date

NDNH Match Result Data– State, Participant Type, NDNH Type, SSN Searched, SSN Not Matched

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which request is completed Delete three years after cutoff

(c) **Locate Response records** Information collected from matches with systems at other Federal agencies These records include location, income and asset data Data elements depend on the source of the information and include the following

DOD Name, SSN, Date of Birth, Agency Code, Pay Grade/Rank, Annual Salary, Date of Hire, Employment Status, Termination Date, Reporting Agency, FEIN

FBI Name, SSN, Annual Salary, Date of Hire, Employment Status, Termination Date, Death Date

NSA Name, SSN, Annual Salary, Date of Hire, Employment Status, Termination Date, Death Date, FEIN

DVA Name, SSN, Date of Birth, Benefit Indicator, Date of Death, VA Effective Date, Amount Award, Retirement Indicator, Active Reserve

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which received Delete three years after cutoff

(d) **Locate Response records containing Federal Tax Information (FTI)** Information

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collected from matches with IRS and SSA systems which contain Federal Tax Information and are subject to retention periods dictated by IRS Publication 1075 Data elements include the following

IRS Name, SSN, Date of Birth, Address, Case Id, Transmitter State, Payer EIN, Payer Address, Tax Year, Amount  
SSA Annual Wage Report (AWR) Name, SSN, Date of Birth, SSA Corp Div, Employment Indicator, Wage Amount, Cycle Date, State Code

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which received  
Delete five years after cutoff

**(e) NDNH Response records**

Data elements from NDNH Responses include the following

New Hire Data Employee Name, SSN, Address, Employer Name, Federal Employer Identification Number (FEIN), Employer Address

Quarterly Wage Data Employee Name, SSN, Quarterly Wage Amount, Employer Name, FEIN, Employer Address

Unemployment Insurance Data SSN, Address, Reporting State, Quarterly Benefit Amount, Reporting Quarter

Data elements from ICR include interstate case information including Case Number, SSN, Member ID, Participant Type, Name, Date of Birth, Sex, Contact Name, Phone, email

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which received  
Delete one year after cutoff

**(f) ICR records**

Data elements from ICR include interstate case information including Case Number, SSN, Member ID, Participant Type, Name, Date of Birth, Sex, Contact Name, Phone, email.

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which received  
Delete three years after cutoff

**(g) Records relating to fraud or abuse investigations or legal actions** Any record relating or potentially relating to a fraud or abuse investigation or a pending or ongoing legal action including a class action, is retained until conclusion of the investigation or legal action

**Disposition: TEMPORARY.** Cut off at end of fiscal year in which created or received  
Delete 3 years after cutoff or upon conclusion of the related investigation or legal action, whichever is later

**Item 3. Output Records**

**(a) Acknowledgements and Match Results for States:**

This includes system generated acknowledgement records to State Case Registry (SCR) submitters of FCR data, notifications sent to SCR of child eligibility in DEERS TRICARE, match results generated as a result of data comparisons including but not limited to matches of FCR and NDNH data, Multi-State Financial Institution Data Match (MSFIDM) account match information and insurance match claim information, responses sent to SCRs containing location, income and asset data resulted from a successful match with external Federal agencies (Agencies are listed in the system description section of this document) and match results generated as a result of FCR or ICR comparisons which locate individuals who are participants in child support cases or orders in more than one state. These reports are transmitted to the relevant States for their information.

**Disposition: TEMPORARY.** Cut off every 60 days. Delete after cutoff.

**(b) Federal Agency Locate Requests:** This includes requests sent to the federal agencies asking them to provide information about the location and income of an individual. It also includes requests to the Department of Defense for eligibility of children for TRICARE medical coverage.

**Disposition: TEMPORARY.** Cut off every 60 days. Delete after cutoff.

**(c) Data Extracts for the IRS:** Copies of the FCR records transmitted annually to the IRS for the purpose of administering the earned income tax credit program.

**Disposition: TEMPORARY.** Cut off at end of the fiscal year. Delete one year after cutoff.

**Item 4. System Documentation**

~~The system documentation includes the FCR Guide for Data Submission and system technical documentation. System technical documentation includes the following:~~

~~System requirements documentation, system design documentation, system code, system test plans and test results, system change requests and management decision memos for change approvals, system security plan and certification and accreditation system audits.~~

**Disposition: TEMPORARY.** Destroy/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.  
(GRS-20, item 11a1)