

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
 Office Of Child Support Enforcement

2 MAJOR SUBDIVISION  
 Regional Offices

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
 Gerrie Rodriguez

5 TEL EXT  
 443-4783

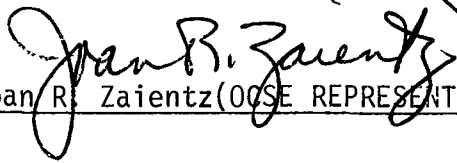
LEAVE BLANK	
JOB NO <i>NCI-292-84-7</i>	
DATE RECEIVED <i>9/17/84</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<del>WITHDRAWN</del> <i>10-11-88</i> Date	WITHDRAWN Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A** Request for immediate disposal
- B** Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/22/84	<i>George Deal</i> Dr. George Deal	Department Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	RECORDS DISPOSITION SCHEDULE FOR REGIONAL OFFICES		WITHDRAWN
	 Joan R. Zaiantz (OOSE REPRESENTATIVE)		

VARSU

REGIONAL OFFICES

Provides interpretation of CSE program regulations to State agencies; provides assistance to State agencies in developing State plans and amendments; reviews and approves or disapproves (after consultation with the Deputy Director) State plans, State plan amendments and certain project grants; evaluates the implementation of State programs, and reviews State activities to determine legitimacy of claims for Federal financial participation, including cost allocation procedures; reviews State projected collections and expenditures and provides estimates to Central Office; provides technical assistance to States in establishing effective programs including the development of solutions to unique problems encountered in meshing Federal requirements with State operations; monitors State agency operations to maintain a broad awareness of program activity and assure consistency with Federal laws and Department regulations; stimulates State action toward achievement of selected program objectives; receives, reviews and certifies, when appropriate, certain requests to use the IRS and the Federal courts for collection or enforcement of support obligations; serves as liaison with the audit functions, with responsibility for ensuring that States take corrective action on audit findings; manages administrative budgetary and personnel matters of the Regional Office; negotiates with States to resolve problems identified by audits including financial adjustments and appropriate program and procedural changes; approves or disapproves (after consultation with the Deputy Director) State claims for Federal Financial Participation for expenditures made under an approved IV-D State plan; approves and disapproves State requests for waiver of regulations concerning sparsely populated geographical areas; and represents the program in the region in accordance with Departmental procedures through such activities as testifying before State Legislatures, negotiating with high level State officials, responding to inquiries from Members of Congress and the public and addressing press and media inquiries.

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A. GENERAL PROGRAM ADMINISTRATIVE RECORDS

1. Administrative Files

Description

Files created by most Regional Offices in the performance of their assigned functions:

- a. official file copies of outgoing correspondence relating to program functions;
- b. comments on draft reports, studies, and proposals prepared by other offices;
- c. comments on proposed legislation; and
- d. program and management reports, such as highlights, activity reports, and other miscellaneous reports prepared to submit narrative or statistical data to document program management activities.

NOTE: Excluded are reports, correspondence, etc., specifically identified elsewhere in this schedule.

Proposed Disposition

Destroy 2 years after the close of the calendar year in which dated. NOTE: Documents in the file that require additional action or that relate to ongoing projects may be retained until the action or project is completed.

2. Correspondence Control Logs

Description

Correspondence control logs reflecting the assignment and disposition of incoming controlled correspondence.

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Proposed Disposition

Close out at the end of the calendar year and destroy 1 year thereafter.

3. Working Files

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Description

Nonessential working papers retained for reference purposes by staff members. Included are extra copies of official file material, supporting or background papers used in developing official files but not needed as part of the official file, studies or similar material not acted upon, papers used as administrative aids and papers that do not serve as a basis for official action.

Proposed Disposition

Destroy after 2 years or when no longer needed for reference, whichever is earlier.

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4. Action Transmittals

Description

Copies of formal issuances containing OCSE instructions to the States. These transmittals require State action on program matters. Records are maintained in numbered series by year. They may address any program topic. The action transmittals include the subject, regulation reference, program applicability with any attachments, related issuances, effective date, and action required. The official record set is maintained by the Reference Center, Program Operations Division.

Proposed Disposition

Duplicate Copies

Destroy 2 years after termination or supersession.

5. Information Memoranda

Description

Copies of formal issuances transmitting administrative and program instructional information to States. These informational transmittals may cover any administrative or program topic and do not require state action. Records are maintained in numbered series by year. The official record set is maintained by the Reference Center, Program Operations Division.

Proposed Disposition

Duplicate Copies

Destroy 2 years after termination or supersession.

6. Automated Control and Tracking System Records

Systems developed for tracking and reporting Regional work outputs. Examples are:

a. Workplan Activity Tracking System Files

These records provide for the tracking of deliverables and/or all other workplan activities and are used for performance monitoring and evaluation.

b. Correspondence Control System Files

These records provide for the control and tracking of incoming and outgoing correspondence relating to IRS and U.S. Court cases, legislation activities, state plan activities, public and congressional inquiries, etc. Files include printouts with various data on

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active, pending and/or closed cases.

Proposed Disposition

1. Hard Copies

Destroy when 1 year old and no longer needed for reference purposes.

2. Disk

Close-out data files (stored on machine-readable medium) annually. Clear out data when 2 years old.

## B. PROGRAM FILES

### 1. POLICY SUBJECT FILES

#### Description

Files may contain policy memoranda, regulations, correspondence, interpretations (policy interpretation questions), comments, clearance material and other related documents maintained by Regional Offices. These records cover a wide range of Child Support Program topics and are arranged by subject.

#### Proposed Disposition

Review files annually and destroy when no longer needed for reference purposes.

### 2. STATE PLAN FILES

#### Description

Copies of approved State plans submitted by each State, territory, and possession pertaining to the State administration of OCSE programs. These State plans are required as the basis for Federal Financial Participation. They are submitted in prescribed format and provide a comprehensive document describing the value and scope of a particular State's program. The elements included in the plan are organizational information, formula for support determination, cooperative agreements, State statutes and regulations and other related documentation. As portions of the plans are changed, the superseded materials are withdrawn and filed as obsolete material in the same order as filed in the State plan. These materials may be required as evidence in litigation cases of Federal/State agreements on services to be provided by the States. State plans are submitted to OCSE via a Transmittal Notice, OCSE-21, or its equivalent, which contains the

necessary signatures, approvals, and effective dates. Obsolete or superseded Transmittal Notices are retained with current plan material and serve as a historical record of transmitted State Plan material received and as a reference for office use. Files also include correspondence and supporting documentation transmitted between the Regional Office and respective State IV-D Agencies and between the Regional Office and OCSE headquarters. Correspondence related to the approval/disapproval of State Plan sections and/or attachments. (Official record copies are maintained by the Policy and Planning Division).

Proposed Disposition

a. State Plan Material and Related Correspondence

Destroy 2 calendar years after termination or supersession.

b. Transmittal Notice Form (OCSE-21)

After obsolete or superseded, file with current State plan material.

3. LEGISLATIVE PROPOSAL FILES

Description

Files of proposals for changes in legislation affecting OCSE programs. Documents in these files consist of legislative proposals, draft legislative language, supporting statements, clearance comments, cost estimates, and other information. If proposal is accepted as possible legislation, it is then issued as a bill for Congress and related material may be transferred to the Bill Files.

Proposed Disposition

a. Accepted Proposals

Transfer accepted legislative proposal and all its related material to



the Bill Files.

or

If Regional Office does not maintain Bill Files, then destroy when no longer needed for reference purposes.

b. Defeated Proposals

Review files annually and destroy material which does not have continuing relevance.

4. BILL FILES

Description

A history file for each piece of legislation related to OCSE programs. Files may contain copies of the bills, legislative summaries, analyses, committee reports, related background documents and other related material. If proposed legislation is passed, all its related material may be transferred to the Public Law Files.

Proposed Disposition

a. Enacted Legislation

When enacted, legislation is transferred to the Public Law Files.

or

If a Regional Office does not maintain Public Law Files, then destroy when no longer needed for reference purposes.

b. Defeated Legislation

Review files annually and destroy material which does not have continuing relevance.

5. PUBLIC LAW FILES

Description

Published copies of all public laws relating to OCSE. These files date

from 1975 and relate to all OCSE subjects. They contain copies of bills, legislative summaries, analyses, committee reports, transcripts, printed reports of hearings before congressional committees, and material used by OCSE and HHS officials in testifying before congressional committees.

Proposed Disposition

Review files annually and destroy when no longer needed for current operation.

6. LITIGATION FILES

Description

These files document court cases which involve OCSE programs and for which the Secretary of HHS is sued. Cases are filed by Federal or State courts. Documents in these files may contain published copies of court decisions, briefs, memoranda, precedent material, transcripts, and related documents. Official record copies are maintained by OGC and HHS. These files may be used for reference purposes in commenting on proposed regulations and in any subsequent litigation that may have impact on the Child Support Program.

Proposed Disposition

Review files annually and destroy material which does not have continuing relevance.

7. PROGRAM REGULATION FILES

Description

OCSE program regulations that have been proposed and published in the CFR since the beginning of the program. The files contain pending and completed draft proposals, concurrences from OCSE components, OGC

concurrences, policy memoranda, public comments, Federal Register publications and other related correspondence and material. These files serve reference purposes.

Proposed Disposition

Review files annually and destroy when no longer needed for reference purposes.

8. LEGISLATIVE TRACKING REPORT FILES

Description

Files containing congressional bills tracking reports used to monitor the progress of Child Support-related bills through Congress and for other management information purposes. Reports may provide summary data on Child Support-related bills such as bill number, sponsor, co-sponsor, subject matter, and other descriptive information.

Proposed Disposition

Review files annually and destroy when no longer needed for reference purposes.

9. STATISTICAL REPORTS AND ANALYSES

Description

Statistical analyses and reports prepared by Headquarters or Regional Office staff for the purpose of evaluating and monitoring State IV-D programs; included are Regional Office inputs to the annual reports to the U.S. Congress. In addition, statistical data and analyses are prepared at various times throughout the year for use by OCSE Regional Staff and Public Inquiries in presentations, public statements, and budget justifications.

Proposed Disposition

a. Inputs to the OCSE Annual Report to Congress

Destroy final drafts 2 years after publication in OCSE Annual Report.

b. Special Statistical Analyses and Reports Prepared for OCSE Regional Office Staff and Public Inquiries

1. Statistical Analyses and Reports Prepared by Regional Office Staff

a. Record Copies

Permanent. Transfer to FRC when 5 years old. Offer to the Archives when 10 years old.

b. Other Copies

Destroy when no longer needed for reference purposes.

2. Statistical Analyses and Reports Prepared by OCSE Headquarters

Destroy when no longer needed for reference purposes.

10. STATE IV-D ACTIVITIES REPORT FILES (Form OCSE-3)

Description

Files contain copies of States' quarterly submission of Form OCSE-3, Child Support Enforcement Activities of the Social Security Act. This report provides information on caseloads, types and success of actions (i.e., paternities established, absent parent locations made and support obligations established), support collections made, interstate activity and AFDC burden reductions. Record copies of the OCSE-3, or its equivalent, may be arranged by fiscal year and quarter and/or by State. (The Division of Policy and Planning, also maintains official record copies of the OCSE-3).

Proposed Disposition

Cut off file at the end of the fiscal year. Destroy 5 years thereafter.

11. POLICY INTERPRETATION QUESTION (PIQ) SYSTEM FILES

Description

The Policy Interpretation Question (PIQ) System files establish a comprehensive set of interpretations issued since the beginning of the program and new interpretations as they are issued. The purpose of this system is to facilitate consistent application of policy within OCSE and provide current and relevant material to be used in conjunction with statutes and regulations in researching Child Support program policy. Files include PIQ requests and replies, related background material, a general index and tables of contents, and are arranged in chronological order. (The official record set is maintained by the Policy Branch, PPD, and includes all current, obsolete and superseded PIO material.)

Proposed Disposition

Destroy 2 years after material is obsolete or superseded.

12. RESEARCH AND DEMONSTRATION PROJECT FILES

Description

Records documenting the projects which are Federal Demonstration Grants to States and others who apply to conduct study programs. The files may contain copies of applications and correspondence, notation of approval or disapproval, comments of OCSE, copies of decision memoranda to establish programs, progress reports and final project reports. Files are maintained for reference purposes. (Official record copies are maintained by the Policy and Planning Division and the Division of Contracts and Grants Management (DCGM), SSA.)

Proposed Disposition

a. Approved Projects

1. Copies of Final Reports and/or Studies

Destroy when no longer needed for reference purposes.

2. Other Records

Destroy 1 year after issuance of final report or study.

b. Disapproved Projects

Destroy when 1 year old.

13. ADVANCE PLANNING DOCUMENT FILES

Description

Records accumulated by Regional Offices pertaining to the review and approval/disapproval of State plans for automating Title IV-D programs. Files may contain copies of advance planning documents, correspondence and other related material. (Official record copies are maintained by the Information and Management Systems Division).

Proposed Disposition

Destroy 3 years after completion of a project.

14. SYSTEM REVIEW FILES

Description

Copies of records documenting quarterly or monthly onsite systems reviews of State and local IV-D agencies which focus on regulatory compliance, efficiency and effectiveness. Included are copies of final reports containing findings, conclusions and recommendations; correspondence; and other related material. (Official record copies are maintained by the Information and Management Systems Division).

Proposed Disposition

Destroy 3 years after issuance of final report.

15. MODEL SYSTEM FILES

Description

Records documenting the design, development, implementation and/or modification of model child support enforcement computer systems by OCSE headquarters, Information and Management Systems Division, for the purpose of assisting States to acquire necessary automated capabilities to support their program functions. Files may include copies of guidance documents, system documentation, resulting publication(s), correspondence, and other related material. .(Official record copies are maintained by the Information and Management Systems Division).

Proposed Disposition

Destroy when 6 years old or when no longer needed for reference purposes, whichever is sooner.

16. TECHNICAL ASSISTANCE FILES

Description

Records accumulated as a result of OCSE Headquarters, Information and Management Systems Division providing onsite technical assistance and training to State IV-D agencies. Files may include: copies of status reports, comments, correspondence, copies of resulting publications and/or reports and other related material. (Official record copies are maintained by the Information and Management Systems Division).

Proposed Disposition

a. Publications and/or Final Reports

Destroy when no longer needed for reference purposes.

b. Other Records

Destroy when 2 years old.

17. ADP CONTRACT FILES

Description

Reference copies of contracts and associated background documentation for the procurement of goods and nonpersonal services related to State IV-D child support enforcement systems. Files may include copies of user guides, operations manuals, system documentation, correspondence, and other relevant material. (Official record copies are maintained by the Information and Management Systems Division).

Proposed Disposition

Destroy when 3 years old or when no longer needed for reference purposes, whichever is sooner.

18. IRS TAX OFFSET PROGRAM RECORDS

Description

Records accumulated by Regional Offices pertaining to the IRS Tax Offset Program activities in respective State and local IV-D agencies.



Files may include:

- Sample copies of State generated Pre-Offset Notices;
- Copies of reports generated from OCSE Headquarters and/or IRS (i.e., No Match Reports, Collection Reports, IRS Adjustment Reports, etc.);
- Copies of records created in processing fees charged to States by IRS for each offset made during the collection year (i.e. state invoices, SSA generated Schedules of Collections (Form IRS-224 or its equivalent));
- State and local IV-D Agency Submitted Data/Reports;
- Related correspondence; and
- Other related material.

Proposed Disposition

a. State and local IV-D Agency Submitted Data/Reports

Permanent. Transfer to FRC when obsolete, superseded or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

b. Other Records

Destroy when no longer needed for reference purposes.

19. IRS COLLECTION (FULL SERVICE) RECORDS

A. IRS Collection (Full Service) Case Files

Description

Files contain copies of IRS Collection (Full Service) Applications, related correspondence and other related documents.

Proposed Disposition

Destroy 3 years after case is closed.

B. IRS Monthly Activity Report Files

Description

Monthly activity reports are sent from each OCSE Regional Office participating in the Full Service Offset Program to OCSE Headquarters. Files include correspondence providing the number of IRS collection applications processed and related reports providing relevant data for each IRS collection application processed.

Proposed Disposition

Destroy after 3 years.

20. FEDERAL PARENT LOCATOR SERVICE (FPLS) SYSTEM FILES

Description

Records accumulated by Regional Offices pertaining to FPLS activities in respective State and local IV-D agencies. Files may include:

- copies of reports generated from OCSE Headquarters;
- copies of records created in processing fees charged to the States for Parental Kidnapping cases processed by the FPLS System; related correspondence; and
- State and local IV-D agency submitted data/reports.

Proposed Disposition

a. State and local IV-D Agency Submitted Data/Reports

Permanent. Transfer to FRC when obsolete, superseded or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

b. Other Records

Destroy when no longer needed for reference purposes.

## 21. AUDIT REPORT RECORDS

### a. Program Compliance Audit Report Files

#### Description

Files contain records accumulated as a result of the Audit Division conducting extensive annual program compliance audits of State Child Support Enforcement (CSE) programs and recommending, for the purpose of penalty provisions of Section 403 (h) of the Social Security Act, whether a State has an effective CSE program meeting the requirement of Section 402 (a) (27) of the Act. Files include interim reports, draft reports, States' comments, Regional Representatives' comments, final reports, and related correspondence. (Official record copies are maintained by the Office of the Director, Audit Division. Other copies are maintained by the Audit Regional Branch Offices, Area Audit Offices, and Regional Offices.)

#### Proposed Disposition

##### 1. Interim Reports

Destroy draft and interim audit reports 2 years after final audit report is issued.

##### 2. Final Reports, Comments and Related Correspondence

Destroy 5 years after issuance of final report.

### b. Financial Audit Report Files

#### Description

Files created as a result of the Audit Division developing and conducting financial audits of States' and local units' claims for Federal grant reimbursement of program expenditures to determine the allowability, allocability and reasonableness of costs. Files include interim reports, States' comments, Regional Representatives'

comments, final reports, and related correspondence. Audit resolution reports may also be included. (Official record copies are maintained by the Office of the Director, Audit Division. Other copies are maintained by the Audit Regional Branch Offices and Area Audit Offices, and Regional Offices.)

Proposed Disposition

1. Interim Reports

Destroy draft and interim audit reports 2 years after final audit report is issued.

2. Final Reports, Comments and Related Correspondence

Destroy 5 years after issuance of final report.

c. Effectiveness/Efficiency and "Special Review" Audit Report Files

Description

Files created as a result of the Audit Division conducting effectiveness/efficiency audits and "special review" audits, including ADP reviews, which assess and evaluate the States' and local units' economy of operations and achievement of established program goals.

Files may include interim reports, States' comments, Regional Representatives' comments, final reports, and related correspondence.

(Official record copies are maintained by the Office of the Director, Audit Division, Audit Regional Branch Offices, Area Audit Offices, and Regional Offices.)

Proposed Disposition

1. Interim Reports

Destroy draft and interim audit reports 2 years after final audit report is issued.

2. Final Reports, Comments and Related Correspondence

Destroy 5 years after issuance of final report.

NOTE: If possible litigation is anticipated as a result of a final audit report, or audit findings remain open, the Regional Representative may retain audit report files until litigation is completed or until audit closure.

22. AUDIT CLOSURE FILES

Description

The Supplemental Appropriation Act (PL 96-304) of 1980 and the Office of Management and Budget (OMB) Circular No. A-50 require executive agencies to resolve audit findings within 6 months of the issuance of a final report.

a. Program Audit Closure Files

In 1982, Program Audit Closure responsibilities were transferred from the Program Operations Division, Program Support Branch to the Regional Offices.

b. Final Audit Closure Files

Financial Audit Closure activities are performed by the Regional Offices and monitored by the Division of Management and Budget, Financial Management Branch.

Files contain documentation for actions taken to resolve program audits, including actions taken in preliminary and draft stages; follow-up contacts with the auditee; decisions on each recommendation and basis for the decisions; target dates for implementation of corrective action as well as procedures followed; and result of follow-up review on implementation of corrective actions. Included are record copies of: exit conference correspondence and reports; State and Regional comments, follow-up

correspondence and reports; audit clearance documents reflecting all actions taken and providing the status of all recommendations. Files may also include copies of interim and final audit reports.

Proposed Disposition

a. Program Audit Closure Files (Coverage began in 1982).

Transfer to FRC 6 years after audit closure. Destroy 10 years thereafter.

b. Financial Audit Closure Files

Destroy 3 years after audit closure.

23. NONDISCRETIONARY (FORMULA) GRANT RECORDS

Description

a. Grant Computation Files

Documentation of program administration grants provided to all States based on a formula in the Social Security Act. Files include: Forms OCSE-65, Quarterly Application for Grant Award; OCSE-41, Quarterly Statement of Expenditures; OCSE-1, Grant Award Letter; OCSE-2 Grant Award Computation Sheet; and OCSE-34, Quarterly Report of Collections. Also included are decision letters from Regional Representatives and other related documents. These files are maintained for reference purposes and as supporting documentation for State payment appeals and litigation cases. (Official Record Copies are maintained by the Division of Management and Budget.)

Proposed Disposition

Close out file at the end of the fiscal year, or when a decision has been made on the allowability of all State claims, or when no longer needed in support of State appeal, whichever is later. Destroy after

3 years, unless an audit is in progress. If an audit is in process, destroy 3 years after audit closure.

b. Deferral and Disallowance Files

Description

Files maintained for the purpose of documenting the deferral or disallowance of State-submitted expenditure claims. Claims are disallowed when the costs are not permissible under the Social Security Act or Code of Federal Regulations. Deferral or disallowance actions may be appealed and can result in litigation for recovery of funds. Documentation includes Regional Office review reports and recommendations, correspondence with States, internal correspondence, and related records. (Official Record Copies are maintained by the Division of Management and Budget.)

Proposed Disposition

Close out files at the end of the fiscal year or when all avenues of appeal or reconsideration have been exhausted, whichever is later. Destroy 3 years thereafter.

24. BUDGET ESTIMATES AND JUSTIFICATION FILES

Description

Files consist of budget estimates and associated justification statements submitted quarterly to the OCSE, Financial Management Branch. The files are used in the preparation of the annual OCSE budget submission to the Department of Health and Human Services (HHS) and the Office of Management and Budget (OMB). Included are copies of Form OCSE-25, Quarterly Budget Estimates, working papers, correspondence, background materials, and other related materials. (Official Records Copies are maintained by the Division of Management and Budget.)

Proposed Disposition

Cut off file at the end of the budget year.

Destroy 3 years after the close of the budget year.

25. PROGRAM REVIEW FILES

Description

Files consisting of records created and accumulated in reviewing State and local Child Support Enforcement agency program operations. Included are reports of visits, State IV-D submitted data, statistical reports, workpapers, final reports, related incoming and outgoing correspondence and other relevant material.

Proposed Disposition

a. Final Reports- Prepared by Regional Office Staff

1. Official Record Copy

Permanent. Transfer to FRC when 6 years old. Offer to the National Archives 5 years thereafter.

2. Other Copies

Destroy when no longer needed for reference purposes.

b. Final Reports - Prepared by Program Operations Division, Program Support Branch and received as a courtesy copy.

Destroy when no longer needed for reference purposes or when subsequent review is conducted, whichever occurs sooner.

c. State IV-D Agency Submitted Data

Permanent. Transfer to FRC when obsolete, superseded, or when no longer needed for current operation, whichever is sooner. Offer to the National Archives 10 years thereafter.

d. Other Records

Destroy 2 years after issuance of final report.



26. MANAGEMENT STUDY FILES

Description

Files contain copies of management studies conducted by the Management Analysis Branch for the purpose of providing IV-D administrators with objective evaluations of program management and operations. In general, these studies concentrate on the following areas: organizational issues, staffing and resource allocation, administrative processes and procedures, management practices, and productivity evaluation. These files may include the following documents: copies of final reports, correspondence and other related material. (Official record copies of final reports are maintained by the Program Operations Division, Management Analysis Branch.)

Proposed Disposition

1. Copies of Final Report

Destroy when no longer needed for reference purposes.

2. Other Records

Destroy 3 years after final report is issued.

27. CHILD SUPPORT ENFORCEMENT (CSE) PROGRAM SUBJECT FILES

Description

Subject files maintained by Regional Offices containing resource and background material on a variety of CSE program related topics. Resource files may contain materials such as publications, reference materials, studies, draft instructional material, correspondence, copies of final regulations or instructions, Regional and State submitted data and memoranda, and other related records. These files cover topics such as case monitoring and evaluation; cooperative agreements; formulas to

determine obligations; child snatching; establishing paternity; case prioritization; State and local councils; collections through courts and other CSE program related topics. These files provide the basis for establishing historical records and may serve as precedent for future CSE program operation activities.

Proposed Disposition

Review files annually. Destroy records no longer needed in current operations.

28. REGIONAL OFFICE TRAINING MATERIALS MASTER FILES

Description

Master files of materials developed for and used in various Child Support training sessions conducted by Regional Office staff. Included are handouts, charts, graphs, transparencies, and similar materials.

Proposed Disposition

Destroy 2 years after the material is superseded or when the training is discontinued.

29. REGIONAL OFFICE TRAINING COURSE EVALUATION FILES

Description

Training evaluation forms completed by course participants and summaries of data extracted therefrom. The files are used in analyzing the effectiveness of a given course, workshop, etc., in determining its suitability for State/local IV-D employees, and in developing or revising training materials.

Proposed Disposition

Destroy evaluation forms 1 year after summaries have been prepared.

Destroy summaries after 3 years. If summaries are not prepared, destroy the evaluation forms after 3 years.

30. SPECIAL STUDY AND PROJECT FILES

Description

Files created from one-time studies or projects conducted by the Regional Office Staff. Included in the files are related correspondence, final reports, workpapers and other relevant material.

Proposed Disposition

a. Final Reports, Studies, and/or Publications

1. Official Record Copies

Permanent. Transfer to FRC when 6 years old or when no longer needed for reference purposes, whichever is later. Offer to the National Archives when 10 years old.

2. Other Copies

Destroy when no longer needed for reference purposes.

b. State and local IV-D Agency Submitted Data

Permanent. Transfer to FRC when obsolete, superseded, or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

c. Other Records

Destroy when 6 years old or when no longer needed for reference purposes, whichever is later.

31. TASK FORCE FILES

Description

Documents created and accumulated by Regional Office task force members in developing, implementing, evaluating and/or improving OCSE program operations. Files may contain copies of final reports, correspondence, clearance comments, State IV-D agency submitted data, questionnaires, drafts, contract information (if performed by a contractor) and other related material.

Proposed Disposition

a. Final Reports and/or Resulting Publications

1. Official Record Copy

Permanent. Transfer to FRC when 6 years old. Offer to the National Archives ~~when 5 years old~~. *through the*

2. Other Copies

Destroy when no longer needed for reference purposes.

b. State IV-D Agency Submitted Data

Permanent. Transfer to FRC when obsolete, superseded, or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

c. Contract Information (if services were performed by a contractor)

Follow disposition instructions for Project Officer Contract Files, (see following).

d. Other Records

Destroy when 6 years old or when no longer needed for reference purposes, whichever is later.

and associated background documentation for the  
onal services related to the Child Support Program.  
cost reports, contractor reports, progress reports,  
ms, studies of various CSE programs and other relevant material.

Proposed Disposition

- a. Final Reports, Publications, and/or Studies  
Permanent. Transfer to FRC 6 years and 6 months old. Offer to  
National Archives 5 years thereafter.
- 2. Other Copies  
Destroy when no longer needed for reference purposes.

Note: Records may be retained longer if similar or related work is  
performed under a succeeding contract and records are needed for  
reference purposes.



33. PUBLIC INQUIRY FILES

Correspondence Files

Description

Files contain correspondence relating to the Child Support program, for which replies have been prepared. These records are not required for any child support claims or any legal purposes. Included are Congressional inquiries and replies thereto, and public inquiries and replies thereto.

Proposed Disposition

a. Congressional Inquiries

Destroy after 2 years.

b. Public Inquiries

Destroy after 2 years.

34. PUBLIC INFORMATION RECORDS

A. Press Releases

Description

Files contain articles and similar materials appearing in the press which relate to the Child Support program.

Proposed Disposition

1. OCSE Press Releases - Prepared by Regional Office Staff

a. Retain 1 copy of each press release permanently.

Transfer to the FRC at the close of the calendar year in which prepared. Offer to the National Archives 5 years thereafter.

b. Destroy all other copies after 2 years or when no longer needed for reference, whichever is earlier.

2. Other Press Releases

Destroy when 3 years old.

B. Public Information Files

Description

Files contain copies of OCSE public information publications together with related background material.

Proposed Disposition

1. Public Information (Prepared By Regional Office Staff)

Permanent. Offer 1 copy of each publication to the National Archives in 5 year increments.

2. Other Press Releases

Destroy when 3 years old.

35. RESOURCE FILES

Description

Resource files containing documents created and/or accumulated by Regional Office staff in performing assigned responsibilities and not covered in previous Regional Office record descriptions. Files may include:

1. Copies of case review, interview guidelines, and other material that can be used as models for future studies, reviews, etc.
2. State and local agency material received as a courtesy copy;
3. State and local IV-D submitted data;
4. Regional Office generated material - including final drafts and workpapers, and
5. material received from other OCSE components as a courtesy copy.

Proposed Disposition

a. Case Review, Interview Guidelines, etc.

Destroy when obsolete or superseded.

b. Regional Office Generated Material

1. Pertaining to Regional Office Activities Within A Particular State

Permanent. Retain until 6 years old or when no longer needed in current operations, whichever is later. Transfer to FRC and offer to the National Archives 10 years thereafter.

2. Other Material

Destroy when 6 years' old or when no longer needed in current operations, whichever is later.

c. State and Local IV-D Agency Submitted Data

Permanent. Transfer to FRC when obsolete, superseded, or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

d. Courtesy Copies of Material Received From Other OCSE Components

Destroy when obsolete, superseded, or no longer needed for reference purposes, whichever is sooner.

36. STATE FILES

Description

Records maintained for the purpose of providing Regional Office staff with reference tools for any action or information that relates to a particular State. Files may include State submitted correspondence, State goals & workplans, State organization charts, trip reports, cost allocation plans, cooperative agreements and other related material. Files may also include records previously described in this Regional Office records control



schedule. (For example, program review files, financial management records, state plan material, audit report files, etc. These files are arranged by State and subject matter in chronological order.

Proposed Disposition

WITHDRAWN

a. NOTE: For records identified elsewhere in this Regional Office records control schedule, follow their prescribed disposition instructions.

b. Other Records

1. Regional Office Generated Material (This material provides valuable historical and reference documentation of Regional Office activities within a particular state.)

Permanent. Transfer to FRC when 6 years old or no longer needed for reference purposes, whichever is later. Offer to the National Archives 10 years thereafter.

2. State Submitted Data, Publications, etc.

Permanent. Transfer to FRC when obsolete, superseded, or no longer needed for reference purposes, whichever is sooner. Offer to the National Archives 10 years thereafter.

3. Other Records

Destroy when obsolete, superseded, or no longer needed for reference purposes whichever is sooner.

WITHDRAWN

37. FINANCIAL/STATISTICAL ANALYSIS AND ADMINISTRATIVE MANAGEMENT RECORDS -  
(MACHINE-READABLE RECORDS)

WITHDRAWN

Description

System receives, stores and manipulates data for financial/statistical analysis and/or reporting purposes. Source documents are created within State and local IV-D agencies and Regional Offices. Input or source documents may include State submitted reports such as the OCSE-3, OCSE-34, OCSE-41, and Regional Office generated reports, and other related documents such as Travel Vouchers, EEO Reports, etc. Output documents include statistical analysis reports, summary reports used for budget tracking and projections and other administrative or program management activities.

Proposed Disposition

WITHDRAWN

a. Input/Source Documents

If specified elsewhere in this OCSE Records Control Schedule, follow prescribed disposition instructions. If not, destroy when 3 years old.

b. Output Documents

1. Record Copies

If specified elsewhere in this OCSE Records Control Schedule, follow prescribed disposition instructions. If not, destroy when 6 years old.

2. Other Copies

Destroy when obsolete, superseded, or no longer needed for reference purposes.