NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-292-90-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>07/13/2021</u>

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 4 was superseded by DAA-0292-2016-0012-0007

Item 5 was superseded by DAA-0292-2016-0012-0009

Item 6 was superseded by DAA-0292-2016-0012-0010

Item 7 was superseded by DAA-0292-2016-0012-0011

Item 10 was superseded by DAA-0292-2016-0012-0012

Item 11 was superseded by DAA-0292-2016-0012-0008

Item 12 was superseded by DAA-0292-2016-0012-0013

Item 13 was superseded by DAA-0292-2016-0012-0015

Item 15 was superseded by DAA-0292-2016-0012-0014

Item 33 was superseded by DAA-0292-2016-0012, items 0016 and 0017

Item 34 was superseded by DAA-0292-2016-0012, items 0003, 0004, and 0005

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

| | | | • | , , | NW. |
|---|---|--|---|---|--|
| REC | QUEST FOR RECORDS DISPOSITION AL | UTHORITY | JOB NO | AVE BLANK | -11. |
| TO OFNER | (See Instructions on reverse) | | DATE RECEIVED | 72-70 | -4 |
| NATIONA | L SERVICES ADMINISTRATION AL ARCHIVES AND RECORDS SERVICE, WASI | HINGTON, DC 2040 | / | 11/190 | |
| , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | or establishment) nt Or Health and Human Services | | NOTIFIC | ATION TO AGEN | ICY |
| 2 MAJOR SUBL | | | In accordance with the disposal request, | including amendm | nents, is approved |
| Familye Su 3 MINOR SUBD | upport Administration e e | | except for items that approved" or "withd are proposed for disp | rawn" in column | 10 If no records |
| | f Refugee Resettlement | 5 TELEPHONE EX | not required | UVIST OF THE II | NITED STATES |
| Lucy Pere | | 252- 4550 | 6/2/1 | | 1 |
| Steve Smi | Lth (FSA Records Mgmt Officer) | 252-5637 | 1/2/19/0 | laudur | Mules |
| that the reco agency or w Accounting of attached | rtify that I am authorized to act for this agords proposed for disposal in this Request will not be needed after the retention per Office, if required under the provisions of | of 11 pag riods specified, and Title 8 of the GA | e(s) are not now need that written cond | ded for the bucurrence from | usiness of this the General |
| A GAO cond | currence is attached, or 🗓 is unnece | essary | | | |
| B DATE | C SIGNATURE OF AGENCY REPRESENTATIVE | D TITL | E | | |
| 5/11/90 | Ahendie Barns | Depar | tment Records Ma | anagement O | fficer |
| 7 ITEM NO | 8 DESCRIPTIO (With Inclusive Dates of | | | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| | The Family Support Administration and direction to plan and coording administration of financial assist of Refugee Resettlement (ORR) plant implementation of a comprehensive refugee and entrance resettlement. This schedule supersedes that part Administration schedule NC1-47-8 Resettlement records maintain by Office of Refugee Resettlement. | nate the nation stance program ans, develops, we program for assistance. That of Social Section of Social Section of Social Section of Support Support Support Support Support Support Stancial Section of Support Su | nal s. Office of and directs domestic ecurity o Office of | | |

| REQUES | T FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | , | PAG!: 1 / 11 OF |
|-----------------|--|--|--|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| | Office of Refugee Resettlement | | |
| | DESCRIPTION OF RECORDS | | |
| 4 . | T. GENERAL PROGRAM ADMINISTRATION RECORDS | | |
| 1 | Administrative Files | | |
| | Files created or maintained by ORR headquarters in the performance of their assigned functions. | | |
| | 1. Official file copies of outgoing correspondence relating to office functions. | | |
| | 2. Comments on draft reports, studies and proposals prepred by other offices. | | - |
| | 3. Comments on proposed legislation. | | |
| | 4. Employee suggestion evaluations. | | |
| | 5. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, activity reports and other reports prepared to submit narrative or statistical data to management offices. Excluded are reports specifically identified elsewhere in this schedule or Schedule 1. | | |
| | D <u>isposition:</u> | | |
| | Destroy 2 years after close of the calendar year in which dated. Note: Documents in the files that require additional action or that relate to ongoing projects may be retained for 2 years after the action or project is completed. | Trom Terrel | |
| 2 | Correspondence Control Logs | | |
| | Correspondence control logs reflecting the assignment and disposition of incoming controlled correspondence. | | |
| | Disposition: | ĺ | |
| | Close out at the end of the calendar year and destroy 1 year thereafter. | NC1-47-84- 4 Item 2B | |
| } | | 1 | |
| | | | |
| İ | | | |
| | | | |

| REQUES | T FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | | PAGE |
|-----------------|---|---|---|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 3 OF 11 10 ACTION TAKEN (NARS USE ONLY) |
| 6. | Legislative Language and Specification Files | | 0.1277 |
| • | Retained copies of proposals for changes in refugee resettlement laws and related material. The documents contain proposed legislative language, supporting statements, alternative proposals and other information. Included in the files are related clearance comments. | | |
| | Disposition: | | |
| | Review files annually and destroy material which does not have continuing relevance. | NC1-47-84 4 Item 6.2. | _ |
| 7 | Background Books | | - |
| | Binders containing material prepared for use by FSA officials in testifying before congressional committees on a given piece of legislation or issue. The material provides background information on the legislation or issue and an analysis of the implications for refugee resettlement. | | |
| | Disposition: | NC1-47-84 | |
| | JKARSI | Item 7.E. | |
| 8. | Bill Files | | |
| | Copies of bills introduced in Congress pertaining to refugee resettlement, SLIAG, or related programs and associated background material. Included are copies of any introductory remarks by members of Congress, bill reports, analyses and cost estimates, committee reports and similar documents. | | |
| | Disposition: | | |
| | close out file when new Congress is seated and destroy? | NC1-47-84 4 Item 8.4. | |
| 9. | Official Correspondence Files | | |
| | Official file copies of correspondence originiating from the Office of the Director and associated background material (copies of incoming material, comments, drafts, etc.). | | |
| | Disposition: | ļ | |
| | calendar year in which dated. Offer to the National | NC1-47-84- 4 Item 9.H. | |

| REQUE | ST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | JOB NO. | | PAGE |
|-----------------|--|-----------------------------|--|---------------------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE |
| 10. | Legislative and Regulation Reference F | iles | | |
| | Files documenting the costing of legislative proposals regulations to determine if a particular law or regula will result in significant savings or costs to ORR. I are proposed laws or regulations, cost estimate worksh memorandums, questionnaries for additional information related records. | ation Included neets, | | |
| | Disposition: | | NC1-47-84- | |
| | Destroy when 5 years old. | | 4 Item 17.K. | |
| ₩., | POLICY AND ANALYSIS FILES | | | |
| | Reports | | | |
| μ | Report to Congress - Refugee Reset ment Program/SLIAG | tle- | | |
| | A report submitted directly to Congress on the refugee settlement program. The report is submitted after the of each FY. Each report contains: | |) | |
| | a. an updated profile of the empland labor force statistics for refugees who have enterder the Refugee Resettlement Act since May 1975, as we a description of the extent to which refugees received forms of assistance or services; | ed un- | | |
| | b. a description of the geographi docation of the refugees; | ic | | |
| | c. a summary of the results of the monitoring and evaluation during the period for which report is submitted; | | | |
| | d. a description of the activities expenditures and policies of ORR, the activities of St voluntary agencies and sponsors and the Director's plaimprovement of refugee resettlement; | ates, | | |
| | e. evaluations of the extent to we the services provided are assisting refugees in achieve econimic self-sufficiency, achieving ability in English achieving employment commensurate with their skills are abilities; | ing sh and | | |
| | f. any fraud, abuse or mismanagen that has been reported in providing services or assist | | | |
| | g. a description of any assistand provided by the Director; | ee | | |

| REQUES | T FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION JOB NO. | | PAGE 5 OF 11 |
|------------------|---|---|--|
| 7 ITEM NO. | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| | h. a summary of the location and status of unaccompanied refugee minor's admitted to the United States; and | | |
| | i. a summary of the information compiled and evaluated. | | |
| 12. | Record Copy. Permanent. Offer to the National Archives in 10 year blocks whene 10 years old. Other copies. Destroy when no longer needed in current operations. Special Reports to Congress | NC1-47-84 4 Item 18 III. A.1. (a-i) | - |
| 12. | These are other reports required or requested by Congress from time to time on refugee resettlement program matters. | | - |
| 13. | Disposition: Record Copy. Permanent. Offer to the National Archives in 10 year blocks when 10 years old. Other copies. Destroy when no longer needed for administrative purposes. Newest ALCARDS are Regulations | NC1-47-84 4 Item 19. 2. | |
| | Program regulations that have been published in the Code of Federal Regulations (CFR). They are filed by subject and regulation number. The files contain pending and completed draft proposals, concurrences from ORR components and the Office of the General Counsel, policy memorandums, public comments and Federal Register publications. | | |
| , | BISPOSICION. | NC1-47-84- | |
| | Transfer to FRC 10 years after publication in the CFR. Destroywhen 15 years old. | В. | |
| | ORR Operating Systems Files | | |
| | These files are used for collecting and compiling statistics and reports on the refugee resettlement program. They include data base files on individual refugees and entrants entering the United States. This information is used to prepare and publish various statistical reports. | | |
| 5. | Machinge Readable Records | | |
| 15 | %. <u>Master Files - Refug</u> ee Data S <u>y</u> stem | | |
| | An automated data base which combines data collected on refugees before they enter the United States with data supplied by | | |

| | | . 1 | 6 NWML |
|-----------------|---|---|--|
| REQUES | ST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION | | PAGE 11 |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| | the refugees after their entry into the United States. Refugees entering the United States bring records from their overseas screening, which are collected at the port of entry and become the basis for ORR's recordkeeping system. ORR creates an automated record on each entering refugee and later verified it against records from the State Department's Refugee Data Center. | - | |
| | Disposition: | | |
| | Master File. Permanent. Offer duplicate of master file to the National Archives every 5 years. Processing Tapes. Return to service 90 days after update of master file. | NC1-47-84 4 Item 21 1.a. | |
| 16. | Permanent Resident Alien Subsystem | | |
| | This subsystem of the Refugee Data System contains information supplied by the Department of Justice in conjunction with refugee applications for resident alien status. ORR compiles and summarizes this information. | | - |
| | Disposition: | | |
| | Master File. Destroy when agency use ceases. Processing Tapes. Return to service 90 days after update of master file. | NC&-47-84 Litem 22 b. | _ |
| 17. | A Processing Files | | |
| | Input/Source File | | |
| | Consists of data keyed from input source documents for updating the master file(s) to generate the error and acceptance reports. | lg | |
| | Disposition: | | |
| | Return to service 30 days after verification of acceptance of data onto the master file(s) or after verification of acceptance of data on subsequent related file. | 4 Item 23 | |
| 18. | Reject File | c. (1) | ı |
| | Contains data that cannot be entered into the Refugee Data System. This information is retained until additional or correct data can be obtained, allowing acceptance onto the master file(s). | | |
| | Disposition: | | |
| | Retain for 30 days after verification of acceptance. | NC1-47-84- 4 [tem 24 (2) | |
| | | | |

| iran. | ST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | | PAGE 1.1 |
|------------------|--|---|---|
| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 7 OF 11 10 ACTION TAKEN (NARS USE ONLY) |
| 4 . | 2. Input Source Documents | | |
| 19 | American Council of Voluntary Agencies (ACVA Form 1 | | |
| | ACVA Form 1 (or its equivalent) is completed at the foreign refugee processing centers. One copy is reviewed by the Center for Disease Control, HHS, while another copy is used by ORR headquarters to open a record in the Refugee Data System. This form contains the name, alien number, date of birth, sex, place of birth, prot of entry, family relationship and nation ality of individuals and identifies sponsoring agency(ies) and family units traveling together. These forms are also used in statistical studies because all data are not keyed. | | |
| | Disposition: | | - |
| | Transfer to the when I year old. Destroy when 25 years old. | NC1-47-84- | |
| 20. | iCM "Nominal Rolls" Form | Item 25 2(a) | |
| | This form reports the number of migrants arriving in the United States, individual sponsoring agency(ies), alien number, name, family position, sex, date of birth, nationality and flight information. This information is merged with the existing data base of the Refugee Data System. | | |
| | Disposition: | NC1-47-84- | |
| | Transfer to FRC when 1 year old. Destroy when 15 years old. | Item 26 | |
| 21. | Permanent Resident Alien Data Collection Forms | D. | |
| | This file consists of Immigration and Naturalization Service Form I-643, Health and Human Services Statistical Data. The forms are completed when the refugee applies for permanent resident alien status. | | |
| | Disposition: | ĺ | |
| | verified as correct. | NC1-47-84 4 Item 27 | |
| . | Processing Documents | C. | |
| 22 | a. <u>Transaction (Utility</u>) Reports | | |
| a ol | These transaction (utility) reports are generated during various merging operations. They report error conditions which are created when data are not accepted and are used to verify data entry. When an error condition is found, correc- | | |

| REQUE | ST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION | | PAGE 8 OF 11 |
|-----------------|---|---|--|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| | tive action is completed and the data is reentered and verified. | | |
| | Disposition: | NC1-47-84 | - |
| | Destroy 6 months after data have been reentered. | Item 28 | |
| 23. | * Correction Form | 3.æ. | |
| | These are forms completed to correct errors or discrepancies identified by the transaction reports in the Refugee Data System. | | |
| | Disposition: | | |
| | Destroy 1 month after data entry. | NC1-47-84- | |
| 24. | Acceptance Report | Item 29 b. | |
| | This report indicates acceptance of error corrections. The acceptance report is audited against the transaction report. | | |
| | <u>Disposition:</u> | | |
| | Destroy 6 month after data have been reentered. | NC1-47-84 | - |
| 25. | IV.—OPERATIONAL-FILES | Item 30 | |
| | A.—Financial_Files | | |
| | Project Officer's Contract Files | | |
| | Working copies of contracts and associated background documentation for the procurement of goods and nonpersonal services related to the refugee resettlement program. Also included are copies of evaluations and studies, audit requests, reports and closeouts of various ORR programs. Documents in the files include requests for proposal, technical evaluations, cost reports, contractor reports and related records. Record copies of contract files are maintained by OMBP. | | |
| | Disposition: | NC1-47-84 | |
| | Destroy 2 years after expiration of the contract. | Item 31 A.1. | |
| 26. | Annual Plan of Proposed Contract Evaluation Files | | |
| | The file consists of draft plans and the final plan submitted to the Assistant Secretary for Planning and Evaluation, as well as the approval letter from the Assistant Secretary. | | |

| REQUE | ST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | , | PAGE |
|-----------------|--|---|---|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 9 OF 11 10 ACTION TAKEN (NARS USE ONLY) |
| | Disposition: | NC1-47-84- | - |
| | Destroy when 3 years old. | 14 Item 32 2 | |
| 2.7. | State_Plans_and_Performance_Reports- | | |
| | State Plans | | |
| | These are files of the plans submitted by the States for participation in the refugee resettlement program. The State plan provides assurances for compliance with the regulations of the program. Additionally, the plan reflects how the State will meet the needs of refugees within its jurisdiction by providing services and assistance and may include, but is not limited to, case assistance, medical assistance, social services, education and health screening. The States are reimbursed by ORR for costs incurred in administering the refugee resettlement program. | | - |
| | Disposition: |] | |
| | 10 years after termination or supersession. | NC1-47-84 4 Item 33 | - |
| 28. | 2. State Administered Grant Files | B.1. | WITHDRAI |
| | Files documenting State administered grants to provide social services, cash and medical assistance to refugees. The records include budget information, award notices, progress reports, letters of credit, correspondence, cost allocation plans, State estimates, quarterly performance expenditure reports, final expenditure report and other related documents. | | |
| | | NC1-47-84- | |
| - | Transfer to FRC 18 months after close out fo grant. Destroy 6 years 3 months after close of fiscal year in which grant expires. | 2. | _ |
| 29. | 3 State Performance Reports | | |
| | These reports are prepared by ROs and States. Quarterly, annual and other periodic reports from ROs, States and possessions pertaining to financial assistance, including estimated and actual expenditures for program information on case load. | | |
| | Disposition: | NC1-47-84 | |
| | Quarterly and Periodic Reports. Destroy when 3 years old. Annual Reports. Destroy when 5 years old. | 4 Item 35 3 | |
| | | | |

| PEOLIE | T FOR RECORDS DISPOSITION ALITHORITY CONTINUATION | | PAGE |
|-----------------|---|--|--|
| | T FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | 1 0 00000 | 10 _{OF} 11 |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 30•. | C: Categorical Crant-Files | | |
| | Annual National Discretionary Funds Plan Files | | , |
| | These files are the working documents for categorical project grant activities and grants for social services that are not State administered. The plan becomes the supporting documentation for developing, announcing, competing and managing the Annual National Discretionary Grant Program. Also included is related background material, such as decision memorandums approving the plan and a copy of the approved plane | | |
| | <u>Dispositione</u> | NC1-47-84 | |
| | Destroy 18 months after close out of the grante | Item 36 C.1. | * |
| 31. | 7. <u>Categorical Grant Files</u> | | |
| | Grants made in support of an individual project in accordance with legislation which permits a grantee agency to administer such grantse The file includes the ORR program announcement, State proposals and official file copies of application evaluation documentation and correspondence. | İ | WITHDRAWN |
| | Dispositione | | |
| | Transfer to FRC 18 months after close out of grante Destroy 6 years 3 months after close of fiscal year in which grant expirese | NC1-47-84 4 Item 37 2. | - |
| 32. | 9. On-Site Reports and State Reports | | |
| - | Reports of inspection surveys made by various or components of grantees and potential grantees (includes State volunteer agencies and nonprofit corporations and other corporate bodies) to ascertain financial management and performance capabilities. Included are monitoring visit survey reports by State grantees of performance of ORR's subgranteese | | - WITHDRA WN |
| | Dispositione | NC1-47-84- | |
| | Record Copye Maintain as part of the grant filee Dispose of in accordance with the instructions for the grant filee Other copies. Destroy when no longer needed for referencee | K ! | |
| 33e | Program Monitoring Guidelines | | |
| | This operating manual containing instructions and/or procedures is perpared by ORRes Central Office for the ROs in monitoring the State administered programs. Additionally, the guidelines are used to assist the State in self-monitoringe | e | |
| 115-204 | | | |

| REQUES | T FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION | 10. | 4 | PAGE 11 OF 11 |
|------------------|--|----------------------------|---|--|
| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | - | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 34. | Disposition: (lar) File Record Copies. Permanent. Offer to the National Archives 10 year blocks when 10 years old. Other copies. Destroy u obsolescence or supersession. (Lar) File (Case Files | | | |
| | These case files on individual unaccompanied minors contain correspondence with ORR ROs, the Department of State, publi and private volunteer agencies, relatives of the refugees a others. The files contain periodic progress reports from t sponsoring agency. Additionally, the files may contain sucinformation as name and address of refugee, mother's given name, date of birth, alien or social security number and sponsore | ind the | | - |
| | Disposition: Destroy 5 years after receipt of final progress report. | | NC1-47-84 4 Item 40 | - |
| 35 | Alphanumeric subject files relating to the administrative a program aspects of the Cuban-Haitian program. The files co sist of correspondence, memorandums, reports, reference mat rials and legislation. They deal with privacy issues, provagency participation and documentation of funding, housing, education and other related issues pertaining to providing financial assistance to the entrants. This material, however is not part of the contract file. | on- ie= vide ver, | NC1-47-84 4 1tem 41 | WITHDRAW N |
| | Transfer to FRC. Destroy May 1994. | | 1. | - |
| | | | | |