

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

LEAVE BLANK

JOB NO

*NI-292-90-5*

DATE RECEIVED

*5/17/90*

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of Health and Human Services

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Family Support Administration

3 MINOR SUBDIVISION

Office of Community Services

4 NAME OF PERSON WITH WHOM TO CONFER

Mary Ann Moore  
Steve Smith (FSA Records Mgmt Officer)

5 TELEPHONE EXT

252-5333  
252-5637

DATE

*10/21/91*

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE

*5/11/90*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Skip Barnes*  
Skip Barnes

D TITLE

Department Records Management Officer

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SUPERSEDED  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 Family Support Administration (FSA) provides leadership and direction to coordinate the national administration of Financial Assistance Program.

The Office of Community Services is responsible for administering: Community Services Block grant and discretionary grant programs; Office of State and Project Assistance; Division of Assessments and Evaluations; Division of Audit Resolution; Low Income Energy Assistance Program. Under the executive direction of the Director is responsible to the FSA Assistant Secretary for carrying out the OCS mission.

*Copies sent to Agency, NN-W, NNT, NCF 10/25/92*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE  
1 OF 3

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>RECORDS RETENTION AND DISPOSAL SCHEDULE OFFICE OF COMMUNITY SERVICES OFFICE OF MANAGEMENT SERVICES</p> <p><u>Grant Files Related to Block Grants</u></p> <p>Minimum content required: Grant Obligating document(s), special conditions and amendments to the grant; significant correspondence related to the management of the grant; financial and other reports required from the grantee; and documents prepared in close-out of the grant including final audit, audit determination, and findings of any audit appeals filed by the grantee.</p> <p><u>Disposition:</u> Cut-off at grant close-out. Transfer to FRC when 3 years old. Destroy when 7 years old.</p>	381-80-1-4-B.2.	WITHDRAWN
2.	<p><u>GRANTEE FILES RELATED to OCS Low Income Home Energy Assistance Act grants (LIHEAP)</u></p> <p>These records are related to grantee funded under the Low Income Energy Assistance Program. These files include grant obligation documents, grant applications and/or state plans accepted by OCS, grantee financial reports and other required reports, amendments or conditions related to funding, critical correspondence related to management of the grant, and documents prepared in close-out of the grant including final audits, audit determinations and appeals and withholdings.</p> <p>Also included in files are records related to annual reports to Congress and data accumulated in the preparation of those reports.</p> <p><u>Disposition:</u> Cut-off 5 years after effective date of grant. Transfer to FRC. Destroy when 9 years old.</p>	381-80-1-4-B.1.	WITHDRAWN
3.	<p><u>Audit Appeals Resolution Files.</u></p> <p>These records are related to the resolution of grantee appeals of OCS' audit determinations. They include the audit(s); audit determination letter(s); findings of the OCS appeals board; and pertinent documentation supporting the finding appeals board. These records are developed for all CSA grantee audit appeals.</p> <p><u>Disposition:</u> Cut-off closed care files at the end of of the fiscal year (a closed care file is defined as one in which all collection efforts have been ended and all</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE  
2 OF 3

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4.	<p>appeals exhausted. Destroy when 6 months old.</p> <p><u>OCS Claims Collection Files Related to Grantees</u></p> <p>These records are related to OCS efforts to collect claims owed by CSA/OCS grantees to the Federal Government. Claims may be filed, for example, for payment of unexpended grant balances, interest owed to the Federal Government, proceeds from liquidation of assets acquired with grant funds, and payment of amounts equal to costs disallowances resulting from audits and appeals, if any. These records will include audit determination letters, appeals board findings and audited statements.</p> <p><u>Disposition:</u> Cut-off closed care files at the end of the fiscal year. Destroy when 6 months old.</p>	<p>381-80-1-4-3.DF</p>	<p>WITHDRAWN</p>
5.	<p><u>Grantee Revolving Loan Fund Accounts Files</u></p> <p>These are revolving loan funds established and administered by grantees as part of the approved work program of a CSA grant. These records will be developed only for grantees that are administering loan accounts requiring continued federal oversight for a period beyond the close-out of the CSA grant. These records will include at a minimum: documents describing the purposes, criteria and terms and conditions under which the grantee will administer a revolving fund, and the definition of the point at which federal oversight of the fund will no longer be required.</p> <p><u>Disposition:</u> Cut off closed files at the end of the fiscal year. Destroy when 6 months old.</p>	<p>381-80-1-4-B.-3.E.</p>	<p>WITHDRAWN</p>
6.	<p><u>Legal Counsel Files</u></p> <p>These are records of the Office of <sup>General</sup> <del>Legal</del> Counsel within the <del>Director's</del> <sup>Secretary's</sup> office. Records are developed for three subject areas: Legal memoranda, case files, and claims.</p> <p><u>Disposition:</u> Destroy when one year old unless review by legal counsel indicates that continued retention at OCS for more than one year is required.</p>	<p>381-80-1-4-II.B.</p> <p>381-80-1-4-III.</p>	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

3 OF 3

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ITEM  
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7.

Budget Documents

Finance Office, which is part of the Director's office records relating to budget preparation, presentation and apportionment and are composed of budget policy files and budget estimates and justifications files. Definition of the content of these items is found in the General Records Schedule.

Disposition: Cut-off at the end of budget year for which they were prepared. Destroy when 5 years old.

GRS  
3/14

381-80-1-  
4-IV