

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment):
Department of Health & Human Services

2. MAJOR SUBDIVISION
Administration for Children and Families

3. MINOR SUBDIVISION
Office of Family Assistance

4 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Francis X. Lynch (202)
Francis X. Lynch, ACR Records Officer 245-2453

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-292-92-2

DATE RECEIVED
2-3-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE *7-15-94* ARCHIVIST OF THE UNITED STATES
Candy Harshorn Pelletier

6 AGENCY CERTIFICATION
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 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,
 is not required; is attached; or has been requested.

DATE 01/28/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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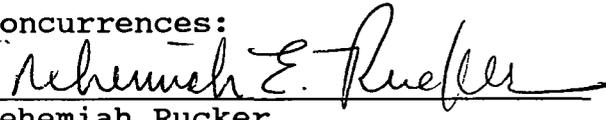
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule supersedes that part of the Social Security Administration schedule NCI-47-81-9 relating to the Family Assistance program records which was maintained by the Family Support Administration and replaces draft Job No. N1-292-90-6, 6/12/90 to the Administration for Children and Families:</p> <p style="text-align: center;">Executive Secretariat Office Of The Director Office Of Family Assistance</p> <p><i>Copies sent to Agency NNT, NNW @ of/oval</i></p>		

EXECUTIVE SECRETARIAT
OFFICE OF THE DIRECTOR
OFFICE OF FAMILY ASSISTANCE

1. Correspondence Files: Copies of incoming and outgoing correspondence related to OFA programs and day-to-day operations. Includes controlled and non-controlled correspondence.

DISPOSITION: TEMPORARY. Cut off file on a quarterly basis. Destroy when 6 months old.

Concurrences:


Nehemiah Rucker
OFA Executive Secretariat


Francis X. Lynch
ACF Records Officer