

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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>	TITLE DHHS Records Management Officer
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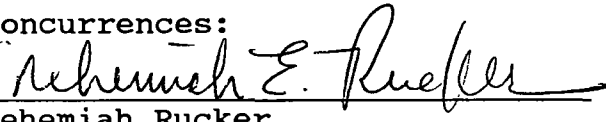
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule supersedes that part of the Social Security Administration schedule NCI-47-81-9 relating to the Family Assistance program records which was maintained by the Family 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>		

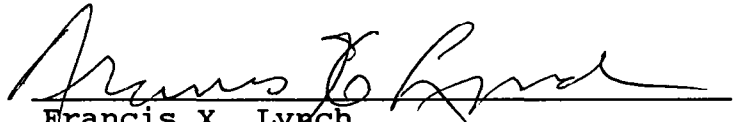
EXECUTIVE SECRETARIAT  
OFFICE OF THE DIRECTOR  
OFFICE OF FAMILY ASSISTANCE

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