

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-292-951	DATE RECEIVED 4-18-95
1 FROM (Agency or establishment) Administration for Children and Families		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Child Support Enforcement		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Division of Audit		DATE FOR ARCHIVIST OF THE UNITED STATES 2/25/95 James Moore	
4 NAME OF PERSON WITH WHOM TO CONFER Richard Jones	5 TELEPHONE 202-401-5388		
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE DEC 20 1994	SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Disposition Schedule</p> <p>for</p> <p>The Division of Audit</p> <p>Office of the Director</p> <p>Area Audit Offices (12)</p> <p>To amend SF-115 dated 8/24/88, Job No. N1-292-88-2 and N1-292-84-4 dated 9/14/84.</p> <p>JUSTIFICATION: Major revisions in the Division of Audit to amend existing SF-115s.</p> <p><i>Changes to this schedule were approved by Barbara di Chiochio (A.C.F. RO) on May 4, 1995 via telephone.</i></p> <p><i>Copies sent to agency, NCF 8/2/95</i></p>		

## DIVISION OF AUDIT

It is the function of the Division of Audit to develop plans, schedules and standards for audits and to conduct audits of State Child Support Enforcement programs, as required by Section 452 (A) (4) of the Social Security Act.

### I. Program Records

#### A. Audit Working Papers for Compliance Audits (Formerly covered by N1-292-88-2A)

##### Description

All working papers files created from conducting audits of State Child Support Enforcement (CSE) programs for the purpose of evaluating compliance with the penalty provisions of Section 403 (h) of the Social Security Act. Working paper folders contain working paper support for the audit findings, interim reports, States' comments, Regional Representatives' comments, final reports, and related correspondence. Audit resolution papers may also be included. Official working paper files are maintained by the Area Audit Offices. Other files related to these assignments such as the Master Report File are maintained by the Office of the Director, Division of Audit, Audit Regional Branch Offices, and Audit Support.

##### 1. Audit Working Papers

Cut off file upon issuance of final audit report. Transfer to FRC 7 years after cut off. DESTROY 15 years after cut off.

##### 2. Other Records

**TEMPORARY.** DESTROY upon receipt of notice indicating that related Audit Working Papers will be destroyed.

#### B. Audits Not Involving Substantial Compliance With Program Regulations (Formerly covered by N1-292-88-2, Item B2)

##### Description

All working papers and files created from developing and conducting audits not involving evaluating compliance with the penalty provisions of Section 403 (h) of the Social Security Act. Working paper folders include working paper support for audit findings, interim reports, States' comments, Regional

Representatives' comments, final reports, and related correspondence. Audit resolution reports may also be included. Working paper files are maintained by Area Audit Offices. Other related files, such as the Master Report Folder are maintained by the Office of the Director, Division of Audit, Regional Branch Offices, and Audit Support.

Disposition

1. Audit Working Paper Files

**Temporary:** Cut off upon issuance of the final audit report. Retire to an FRC 3 years after cut off. DESTROY 8 years after cut off.

2. Other Records

**Temporary:** DESTROY upon receipt FRC of notice indicating that related Audit Working Paper Files will be destroyed.

C. Penalty Evaluation Record Files (Formerly covered by NC1-292-88-4, Item 10)

Description

Records accumulated in the penalty evaluation process in which audit findings for states/territories are reviewed and analyzed for compliance with Federal 305 Audit regulations. As a result, final reports outlining deficiencies and recommendations are submitted to the Deputy Director, OCSE. Included are evaluation sheets, final reports and other relevant materials.

Disposition

Cut off upon close of file. Transfer to FRC seven years after cut off. DESTROY ~~when~~ 15 years ~~old~~.

*after cut off*