NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-292-95-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 1c remains 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1a1 was superseded by DAA-0292-2016-0015-0001
Item 1a2 was de facto superseded by DAA-0292-2016-0015-0001
Item 1b1 was superseded by DAA-0292-2016-0015-0002
Item 1b2 was de facto superseded by DAA-0292-2016-0015-0002
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Administration for Children and Families

2 MAJOR SUBDIVISION
Office of Child Support Enforcement

3 MINOR SUBDIVISION
Division of Audit

4 NAME OF PERSON WITH WHOM TO CONFER
Richard A. Jones

5 TELEPHONE
202-401-5388

 LEAVE BLANK (NARA use only)

JOB NUMBER
N1-292-95

DATE RECEIVED
4-18-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
7/1/95
ARCHIVIST OF THE UNITED STATES

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 _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, 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
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

Records Disposition Schedule

for

The Division of Audit
Office of the Director
Area Audit Offices (12)

To amend SF-115 dated 8/24/88, Job No. N1-292-88-2 and NCl-292-84-4 dated 9/14/84.

JUSTIFICATION: Major revisions in the Division of Audit to amend existing SF-115s.

Charges to this schedule were approved by Barbara di Chioccio (ACF RO) on May 4, 1995 via telephone.

Copies sent to agency, NCF 8/2/95.

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228
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 NI-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 NC1-292-88-2, 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 NCI-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 after cut off.