

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NRA) WASHINGTON, DC 20408		JOB NUMBER	N1-292-96-1
1. FROM (Agency or establishment) Department of Health & Human Services		DATE RECEIVED	4-23-96
2. MAJOR SUBDIVISION Administration for Children and Families		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Program Operations		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Barbara A. DiChiacchio</i> Barbara A. DiChiacchio	5. TELEPHONE 202-401-5521	DATE FOR ARCHIVIST OF THE UNITED STATES 4/24/96	<i>James D. Moore</i>

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 APR 16 1996	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prudence Barnes</i> A. Prudence Barnes	TITLE Department's Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRSOR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Major restructure changes resulted in the Administration for Children and Families (ACF) under the Business Process Reengineering (BPR) involving the Office of Program Operations and Program Offices.</p> <p>This schedule supersedes parts of the Office of Human Development Services, NCI-439-85-1, items 3 and 13, dated 12/18/84 by combining two series of records having the same disposition.</p> <p>ACF Grant Program Records</p>		

Item 1. Grants

Record\Subject Content - Application (SF-424), budget information, project abstract, award announcement, grantee performance and status reports, financial reports, guidelines and instructions, requests for and action on projects definition changes, monitoring notes, audit reports, final project report, grant closing notice, and correspondence for formula and block grants.

Disposition

- A. **Official Grant Files** - Cut off and retire to FRC 1 year after completion or termination. Destroy 6 years and 3 months after cut off.
- B. **Working Files** - Destroy 3 years after termination or completion.