

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-292-99-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11-8-99	
1 FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Administration for Children and Families			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONCERN <i>Barbara DiChiacchio</i> Barbara DiChiacchio	5 TELEPHONE (202) 401-5521	DATE 5-10-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>2</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 NOV -4 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur Barnes, Sr.</i> A. 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Record Group 292 WNRC Project: Records of the Administration for Children and Families (ACF)</p> <p>This schedule provides one-time disposition authority for incorrectly scheduled ACF records which are stored at WNRC</p> <p>SEE ATTACHED SCHEDULE</p>		

Agency NewMD NR

**RECORD GROUP 292: RECORDS OF THE ADMINISTRATION FOR CHILDREN
AND FAMILIES WNRC PROJECT**

Items 1-3 provide one-time disposition authority for the specific accessions listed

1 Bureau of Headstart and Child Services Programs Preschool Education Program
Administrative Files, 1969-70. 1 cu ft

These records consist of routine administrative files relating to Headstart Preschool Education Programs Included are travel orders, requests for information, trip reports, hotel reservations, conference schedules, technical assistance orders to request observers for planned variation programs, and administrative correspondence

Disposition TEMPORARY Destroy immediately on approval of this schedule

Justification The files were originally scheduled as permanent under Job NC1/439/85/1/8, Program Performance and Evaluation Files The records, however, do not fit the schedule description They relate to routine administrative activities of the Headstart program and lack substantive program information

WNRC Acc No 292-72A-6448 (Box 1)

2 Office of Refugee Resettlement Refugee Resettlement Program Statistical Printouts, 1987-89 8 cu ft

The Office of Refugee Resettlement advises the Secretary of Health and Human Services, through the Assistant Secretary for Children and Families, on policies and programs regarding refugee resettlement, immigration, and repatriation matters It plans, develops, and directs implementation of a comprehensive program for domestic refugee and entrant resettlement assistance The Office also provides direction and technical guidance to the nationwide administration of programs including Refugee and Entrant Resettlement, and the U.S Repatriate Program These files are arranged alphabetically by State and consist of printouts of statistical demographic data on the Refugee Resettlement Program/SLIAG for fiscal years 1988 and 1989. Included are such categories as country of birth, age, and marital status, but the reports are not complete

Disposition TEMPORARY Destroy immediately on approval of this schedule

Justification The records were originally scheduled as permanent under Job N1/292/90/4/11B, but the printouts are not complete NWME has accessioned the database from which the reports have been taken, with one record for each refugee OFFICE OF REFUGEE RESETTLEMENT MASTER FILE, 1975-1990 Complete statistical printouts may be recreated, and the data can be manipulated in other ways

WNRC Acc No 292-96-0019 (Boxes 1-3), 292-96-0020 (Boxes 1-5)

3 Department of Health, Education, and Welfare Federal Security Agency Social Security Board Reports, 1936-86 3 cu ft

Annual Reports of the Federal Security Agency and the Social Security Board, dating from approximately 1936 - 1965, and other publications that were issued by HEW that document the public assistance programs operated by the government. These records appear to be from the library of the Assistance Payments Administration. Other publications include miscellaneous reference copies of Congressional committee prints, hearings, testimony, textbooks, non-government sponsored conference proceedings, and other printed documents

- a Annual Reports, and official HEW publications, 1936-1986

Disposition PERMANENT. Transfer to the National Archives in 2001.

WNRC Acc No.: 292-96-0036 (Box 1)

- b All other publications

Disposition TEMPORARY Destroy on approval of this schedule

WNRC Acc No 292-96-0036 (Boxes 2 and 3)

Justification These records were originally scheduled as permanent under Job NC1/439/85/1/8, Program Performance and Evaluation Files. The annual reports and other official HEW publications were determined to be permanently valuable under guidelines found in Appendix C of NARA's *Disposition of Federal Records* handbook. Other publications were determined to be reference materials and duplicate reports that were used for reference purposes by an agency. Since the reports are available in other series or from the Government Printing Office, they are recommended for temporary retention.

Per e-mail
of 10/29/99
attached