



FINANCIAL MANAGEMENT RECORDS

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I. NONDISCRETIONARY (FORMULA) GRANT FILES

A. Grant Computation Files

Description

Documentation of program administration grants provided to all States based on a formula in the Social Security Act. Files include: Forms OCSE-65, Quarterly Application for Grant Award; OCSE-41, Quarterly Statement of Expenditures; OCSE-1, Grant Award Letter; OCSE-2 Grant Award Computation Sheet; and OCSE-34, Quarterly Report of Collections. Also included are decision letters from Regional Representatives and other related documents. These files are maintained for reference purposes and as supporting documentation for State payment appeals and litigation cases.

Proposed Disposition

Close out file at the end of the fiscal year, or when a decision has been made on the allowability of all State claims, or when no longer needed in support of State appeal, whichever is later. Transfer to the FRC 5 years thereafter. Destroy when 20 years old.

2.  
B. Deferral and Disallowance Files Description

Files maintained for the purpose of documenting the deferral or disallowance of State-submitted expenditure claims. Claims are disallowed when the costs are not permissible under the Social Security Act or Code of Federal Regulations. Deferral or disallowance actions may be appealed and can result in litigation for recovery

of funds. Documentation includes regional office review reports and recommendations, correspondence with States, internal correspondence, and related records.

Proposed Disposition

Close out files at the end of the fiscal year or when all avenues of appeal or reconsideration have been exhausted, whichever is later. Transfer to the FRC 5 years thereafter.

Destroy when 20 years old.

II. BUDGET RECORDS

3.

A. Budget Estimates and Justification Files

GRS 5/21

Description

Files consist of OCSE's budget estimates and associated justification statements submitted annually to SSA, Office of Financial Management (OFM) and Office of Management Assistance (OMA). The files are used in the preparation of the annual OCSE budget submission to the Department of Health and Human Services (HHS) and the Office of Management and Budget (OMB). Included are copies of Forms OCSE-25, Quarterly Budget Estimates; OAAD-413, Summary of Estimates for Travel and Transportation of Persons; SSA-425, Summary of Estimates for Transportation of Things; SSA-426, Summary of Estimates for Rent, Communications, and Utilities Services; and equivalent or related documents. Also included are working papers, correspondence, and background materials.

Proposed Disposition

Cut off file at the end of the budget year.

Destroy 6 years after the close of the budget year.

4.

B. OCSE Budget Document Files

GRS 5/4

Description

Files contain copies of annual OCSE budget submissions to HHS and OMB outlining position, manpower, and funding requirements for all programs administered by OCSE. Submissions are composed of: (1) summary statements (i.e., statements of appropriations and expenditures, statements of receipts, statements of numbers of personnel, schedules of accrued assets and liabilities, and narrative statements summarizing the principal features of the budget request); (2) detailed material on appropriations and funds (i.e, appropriation language sheets, schedules of amounts available for appropriation, program and financing schedules, narrative statements on program and performance, and schedules of object classification and personnel summary); (3) justifications and explanations; (4) other documents required for budget examination and analysis. Official record copies are maintained by SSA, Office of Financial Resources (OFR).

Proposed Disposition

Destroy 10 years after the close of the budget year.

5.

C. Budget Hearings Documents

GRS 5/4

Description

These documents are used by OCSE officials in testifying at budget hearings conducted by HHS, OMB, and the Congress. They provide background information on the OCSE budget submission in general, as well as detailed explanations and justifications of specific sections thereof.

Revised by  
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Rev. Tolson with  
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25 Mar 85  
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Proposed Disposition

~~Permanent. Cut off file after 10 years and Transfer to FRC when 10 years old. Offer to the National Archives 20 years thereafter.~~  
at close of budget year.  
10 years old. Destroy when 20 years old.

D. Budget Instructions and Decision Files

GRS 23/6

Description

These files consist of copies of instructions (e.g., manuals, directives, circulars), decisions, analysis, and other official publications of HHS, SSA, and the Treasury Department relating to budget preparation and execution. They are retained for reference purposes.

Proposed Disposition

Destroy when superseded or obsolete.

E. Budget Reports File

GRS 5/5

7.

Description

Files contain various reports on the status of OCSE fiscal appropriation and appointment. Examples include:

- \* Operating Plans - Form SSA-3773, Schedule of Commitments/Obligations

This report lists actual expenditures for the first quarter, and projects monthly expenditures for the remainder of the year by object and subobject classification code.

- \* Monthly Transaction Reports

This report is prepared by SSA, Division of Finance, and provides OCSE with a detailed account of total Agency expenditures by object and subobject classification code.

These and other OCSE and SSA generated reports provide the Financial Management Branch staff with valuable data used in

monitoring budget execution. They also provide background data for preparing OCSE's Annual Budget. Files also include related correspondence and workpapers.

Proposed Disposition

Close out file at the end of the budget year. Destroy 6 years thereafter.

8.

F. Budget Execution Files

GRS 5/4

Description

Files contain records created and accumulated in monitoring budget execution. Included are logbooks, data printouts, working papers and other relevant material. Since these records reflect OCSE's actual expenditures, they may be used as background data for budget activities (i.e., budget preparation).

Proposed Disposition

Destroy 6 years after the close of the budget year.

9.

III. FINANCIAL AUDIT CLOSURE RECORDS

Financial Audit Closure Files

Description

The Supplemental Appropriation Act (PL 96-304) of 1980 and the Office of Management and Budget (OMB) Circular No. A-50 require executive agencies to resolve audit findings within 6 months of the issuance of a final report. The Financial Management Branch is responsible for coordinating all financial audit closure activities. Files contain documentation for actions taken to resolve audits, including actions taken in preliminary and draft stages; follow-up contacts with the auditee; decisions on each recommendation and basis for the decision. Included are audit clearance documents reflecting all action taken

and providing the status of all recommendations and other related material.

Proposed Disposition

Transfer to FRC 6 years after audit closure. Destroy ~~6 years~~  
~~thereafter.~~ when 12 yrs. old.