

NARS ✓  
GAO  
OCSE  
HHS

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NCI-292-84-02</i>
DATE RECEIVED	<i>9-17-84</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>March 25 1985</i> Date	<i>Robert W. ...</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Office of Child Support Enforcement

2. MAJOR SUBDIVISION  
Information and Management Systems Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Gerrie Rodriguez

5. TEL EXT  
443-4783

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>3/1/84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> <u>Dr. George Deal</u>	E. TITLE <u>Records Management Officer</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>RECORDS DISPOSITION SCHEDULE FOR INFORMATION AND MANAGEMENT SYSTEMS DIVISION</p> <ul style="list-style-type: none"> <li>*Computer Operations &amp; Maintenance Branch</li> <li>*Systems Administration Branch</li> <li>*System Design and Development Branch</li> <li>*Technical Support Branch</li> </ul> <p><i>Joan R. Zientz</i> <u>Joan R. Zientz (OCSE Representative)</u>      <u>Feb. 29, 1984</u></p>		<i>22 items</i>

115-107  
*Copy to Agency  
NARS, NNS, NC  
27 Nov 85 RHM*

# Item No.

## I. GENERAL PROGRAM ADMINISTRATIVE RECORDS

1.

### A. Administrative Files

#### Description

Files created by most Information and Management Systems Division components in the performance of their assigned functions:

1. Official file copies of outgoing correspondence relating to office functions;
2. Comments on draft reports, studies, and proposals prepared by other offices;
3. Comments on proposed legislation; and
4. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, activity reports, and other reports prepared to submit narrative or statistical data to management offices.

NOTE: Excluded are reports specifically identified elsewhere in this schedule.

#### Proposed Disposition

*when old or 2 years after completion*  
Destroy <sup>2 years</sup> after the close of the calendar year of action or project, whichever is later.  
~~in which dated. NOTE: Documents in the file that require additional action or that relate to ongoing projects may be retained until the action or project is completed.~~

### B. Correspondence Control Logs

#### Description

Correspondence control logs reflecting the assignment and

*Approved by  
W. H. H. NER  
20 April 65*

2.

disposition of incoming controlled correspondence.

~~Proposed~~ Disposition

Close out at the end of the calendar year and destroy 1 year thereafter.

3.

C. Working Files

Description

Nonessential working papers retained for reference purposes by staff members. Included are extra copies of official file material, supporting or background papers used in developing official files but not needed as part of the official file, studies or similar material not acted upon, papers used as administrative aids and papers that do not serve as a basis for official action.

~~Proposed~~ Disposition

Destroy ~~after~~ <sup>when</sup> 2 years <sup>old</sup> or when no longer needed for reference, whichever is earlier.

*Amended by  
NBA  
20 Nov 85*

4.

D. Action Transmittals

Description

Formal issuances containing OCSE instructions to the States. These transmittals require State actions on program matters. They may address any program topic. The action transmittals include the subject, regulation references, program applicability with any attachments, related issuances, effective date, and action required. (Records are maintained in numbered series by year.) The official record set is maintained by the Reference

Center, Program Operations Division.

Proposed Disposition

Duplicate Copies

Destroy ~~2 years after~~ <sup>when</sup> termination <sup>ed</sup> or supersession <sup>ed</sup> ~~or no longer~~ <sup>needed for reference purposes.</sup>

E. Information Memoranda

Description

Formal issuances transmitting administrative and program instructional information to States. These informational transmittals may cover any administrative or program topic and do not require any state action. Records are maintained in a numbered series by year. The official record set is maintained by the Reference Center, Program Operations Division.

Proposed Disposition

Duplicate Copies

Destroy ~~2 years after~~ <sup>when</sup> termination <sup>ed</sup> or supersession <sup>ed</sup> ~~or no longer~~ <sup>needed for reference purposes.</sup>

II. PROGRAM RECORDS

A. Tax Offset System--Machine Readable Records

1. Tax Offset Master Files

Description

Records maintained on individuals who owe past due child support to State IV-D agencies and qualify for submittal to IRS for an intercept of their tax refund. State IV-D agencies submit requests to OCSE, prior to their referral to IRS, which are consolidated and used to produce collection reports for the

*Amended by  
RSP/HR  
2/28/85  
5.*

*Amended by  
RSP/HR  
2/28/85  
6.*

individual States. Data elements include: absent parent identifiers, State and local codes, case identification numbers, arrearage amounts, and other relevant data. Coverage began in 1982.

~~Proposed~~ Disposition

~~Retain for 5 years. Transfer to FRC and destroy 5 years thereafter.~~

Transfer to FRC when 5 years old. DESTROY when 10 years old.

*Amended by  
R. Klein NIB  
2/24/85*

7.

2. Tax Offset Invoice Master Files

Description

Records are maintained on fees charged to States by IRS for each IRS offset case made during the collection year. These fees are billed to each State by OCSE. Invoice data elements include: State codes, invoice numbers, invoice amounts and other related data. Coverage began in 1982.

~~Proposed~~ Disposition

~~Retain for 3 years. Transfer to FRC and destroy 3 years thereafter.~~

Transfer to FRC when 3 years old. DESTROY when 6 years 3 mos. old.

*Amended by  
R. Klein NIB  
2/24/85*

8.

3. Spousal Claim Master Files

Description

Records are maintained on Federal taxpayers who had a Joint Federal Income Tax Refund that was offset for past due child support and their non-obligated spouse requested a refund from IRS. Data elements include: absent parent identifiers, unobligated spouse identifiers, collection amounts, arrearage amounts and other related data. Coverage began in 1983.

*Amended by  
M/D/Pls/NR  
2/11/75*

Transfer to FRC when  
5 years old. DESTROY  
when 10 years old.

~~Proposed Disposition~~

~~Retain for 5 years. Transfer to FRC and destroy 5  
years thereafter.~~

9.

B. Federal Parent Locator System

1. Federal Locator Service System

Description

Records are maintained on parents being sought for the purpose of establishing or enforcing support obligation against such a parent. The Federal Parent Locator Service will use the records maintained in the system to: (1) request the most recent home address and/or place of employment from any department, agency, or instrumentality of the Federal Government or State which might have such records in its files and (2) provide the most recent home address, most recent place of employment and Social Security Number to the appropriate IV-D agency for its use in locating absent parents to establish or enforce a child support obligation. Records of address information provided in response to requests from IV-D agencies are maintained long enough to communicate them to the State. After this time, they are destroyed. A record of the request is stored on hard copy format only and includes information provided by the State and Federal agencies contacted, and an indication of the type

*Amended by  
D. Lewis, NIB  
2/10/86*

**10.**

of information returned to IV-D agencies.

~~Proposed Disposition~~

Destroy <sup>when</sup> after 5 years old.

2. Parental Kidnapping Invoice Master Files

Description

Records are maintained on fees charged to the States for Parental Kidnapping cases processed by the Federal Parent Locator Service (FPLS) System. Data elements include: State codes, invoice numbers, invoice amounts, invoice dates and other related data.

~~Proposed Disposition~~

~~Retain for 3 years. Transfer to FRC and destroy~~

~~3 years thereafter.~~

Transfer to FRC when 3 years old. DESTROY

when 6 years ~~old~~ <sup>3-15-86</sup> ~~old~~

*Amended by  
D. Lewis, NIB  
2/10/86*

C. Advance Planning Document Review Files

Description

Records accumulated in reviewing and approving/disapproving State plans for automating Title IV-D programs when anticipated cost for ADP equipment and systems exceeded \$25,000. These reviews address

planning documents for systems activities (ranging from feasibility studies to projects for programming and implementing IV-D computer systems); requests for proposals prior to soliciting contracts; and purchase of service agreements between the IV-D agencies and State ADP organizations. Records are either multi-OPDIV (involving other Department of Health and Human Services (HHS) or single-OPDIV (involving only IV-D) in nature. Official record copies for multi-OPDIV documents are maintained by HHS. Files contain correspondence, advance planning documents and other related material.

Proposed Disposition

1. Multi-OPDIV Files

~~Retain for 5 years and then destroy.~~ DESTROY WHEN 5 YEARS OLD

2. Single-OPDIV Files

~~Retain for 5 years. Transfer to FRC and destroy 10 years~~

~~thereafter.~~

Transfer to FRC when  
5 years old. DESTROY  
when 15 years old.

D. System Review Files

Description

Records created and accumulated in conducting quarterly or monthly onsite systems reviews in State and local IV-D agencies which focus on regulatory compliance, efficiency and effectiveness. Included are final reports containing findings, conclusions and recommendations; correspondence; and other related material.

Proposed Disposition

~~Retain until 3 years~~ old or when no longer needed for  
Destroy when 6 years

GED

11.  
amended by  
OSKlein, NIA  
2/2/85

12.

amended by  
OSKlein, NIA  
2/2/85

13.



reference purposes, whichever is later. ~~Transfer to FRC~~  
~~and destroy 10 years thereafter~~ GED

E. Model System Files

Description

Records accumulated in designing, developing, implementing and/or modifying model child support enforcement computer systems for the purpose of assisting States to acquire necessary automated capabilities to support their program functions. Files may include monthly status reports, comments, guidance documents, system documentation, resulting publication(s) and other related materials.

~~Proposed~~ Disposition

1. Model Systems - Developed By Contractors

Use disposition instructions for Contract Files  
(See G. below)

2. Model Systems - Developed by Technical Support Branch, IMSD

~~Retain until~~ *Destroy when* 6 years old or when no longer needed  
for reference purposes, whichever is later.. ~~Transfer~~  
~~Add FRC / add / destroy 10 years thereafter~~ GED

F. Technical Assistance Files

Records created and accumulated in providing onsite technical assistance and training to State IV-D agencies. Files may include: correspondence, comments, workpapers, guidance documents, training materials, resulting publications and/or reports and other related material.

14.

15.  
Amended by  
RDP/lin NIK  
2/10/25

16.

~~Proposed Disposition~~

Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.

G. Contract Files

Description

Working copies of contracts and associated background documentation for the procurement of goods and nonpersonal services related to State IV-D child support enforcement computer systems. Also included are user guides, operations manuals, program listings, test run data, system documentation, correspondence, deliverables and other relevant material.

~~Proposed Disposition~~

Transfer to FRC when 6 years old. DESTROY when 12 years old.

1. Deliverables

~~Permanent. Transfer to FRC when 6 years old or when no longer needed for reference purposes, whichever is later. Offer to National Archives when 10 years old.~~

~~6 months GED~~

2. Other Records

Transfer to FRC when 6 years old. ~~Destroy 10 years thereafter.~~ DESTROY WHEN 12 YEARS OLD

~~6 months~~ 5 GED

H. Special Study and Project Files

Description

Files created from one-time special studies or projects conducted by Information and Management Systems Division components. These studies or projects relate to child support enforcement system(s) design, development, implementation, and/or modification within OCSE head-

17.

Amended by  
R. Klein, NIR  
R. Miller, Miller  
OCSE, 20 Mar 85

18.

Amended by  
R. Klein, NIR  
20 Mar 85

quarters and/or field offices. Included in the file are correspondence, clearance comments, final reports, contract information (if performed by a contractor), and other relevant material.

Proposed Disposition

19.

1. Contract Information

Use disposition instructions for Contract Files (see G. above)

20.

2. Final Reports, Studies, and/or Publications

Transfer to FRC when 6 years old. DESTROY when 12 years old.

a. Official Record Copies

~~Permanent. Transfer to FRC when 6 years old or when no longer needed for reference purposes, whichever is later. Offer to National Archives when 10 years old.~~

b. Other Copies

Destroy when ~~6 years old or~~ when no longer needed for reference purposes.

3. Other Records

Destroy when 6 years old or no longer needed for reference purposes, *whichever is later.*

*Amended by  
AS Klein, NIA,  
Per Mark Stiller, UCSG  
20 Mar 75*

21.

*Amended by  
AS Klein  
20 Mar 75*

22.

*Amended by  
AS Klein  
20 Mar 75*