

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-363-93-1	DATE RECEIVED <b>3-10-93</b>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Social and Rehabilitation Service			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Barbara A. DiChiacchio</i> Barbara A. DiChiacchio	5. TELEPHONE 202-401-5521	DATE <b>2-8-94</b>	ARCHIVIST OF THE UNITED STATES <i>Candy Huskamp Petersen</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 20 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 02/22/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule covers the records created by the Social and Rehabilitation Service (SRS) that are currently located in the Washington National Records Center. Included are the records created by the predecessor agencies of the SRS, but were transferred to the WNRC by the SRS. In many cases the SRS received its predecessors' records along with the functions which were transferred to it, and the SRS kept the records to establish program continuity and then transferred the records to WNRC at a later date.</p> <p>The practice of transferring records to successor agencies continued when the SRS was abolished in 1977 and the Office of Human Development Services took over most SRS functions. Most of the SRS records in the WNRC are predecessor records or records created in the early years of the agency.</p> <p style="text-align: right;"><i>Copies sent to agency, NN-W, NNS, NNT, NCF 2/22/94</i></p>		

## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

## SOCIAL AND REHABILITATION SERVICE

OFFICE OF THE ADMINISTRATOR

1. Subject File. Correspondence, reports, manuals, organizational charts, planning files, studies, staff memoranda, administrative orders, bulletins, and related material from and to the Administrator and his staff that cover substantive subjects such as Federal-state responsibilities, international relations, program analysis, Congressional relations, and various national and international conferences.

PERMANENT. Transfer to the National Archives in 1995. During archival processing destroy routine administrative records according to the General Records Schedule. Disposable records include notifications of staff meetings, delegations of authority, weekly planning reports, letters of transmittal, and requests for publications.

WNRC Accession Number 363-73A0642, Bx 1-2, 1963-1969  
 WNRC Accession Number 363-73A0949, Bx 1-2, 1937-1957  
 WNRC Accession Number 363-69A5691, Bx 1-11, 1963-1964  
 WNRC Accession Number 363-71A4566, Bx 1-33, 1965-1968  
 WNRC Accession Number 363-71A2593, Bx 1-23, August 1967-1968  
 WNRC Accession Number 363-72A5013, Bx 1-16, 1969-June 1970  
 WNRC Accession Number 363-72B5013, Bx 18-28, 1969-June 1970  
 WNRC Accession Number 363-77-0003, Bx 1-13, 1970-1974  
 WNRC Accession Number 363-78-0001, Bx 1-19, 1972-June 1977  
 WNRC Accession Number 363-73A0470, Bx 1-7, 1969-1970  
 WNRC Accession Number 363-71A4509, Bx 1,2,5,6,12, 1961-1969

142 cubic feet

Arranged by subject. Accession 363-73A0470 is arranged by office in the Office of Administration, thereunder by various methods including alphabetically, state, alpha-numeric, and subject.

## OFFICE OF POLICY COORDINATION

2. State Letter Guides. Instructional directives sent to states covering Federal regulations and guidelines for social welfare and related materials created as a result of public assistance programs.

Destroy immediately.

WNRC Accession Number 363-73A0668, Box 1-2, 1967-1970

2 cubic feet

3. Draft Policy Correspondence. Correspondence and comments on policy regulations, guides, and program restrictions not published in the Federal Register or issued in final form.

Destroy immediately.

WNRC Accession Number 363-77-0009, 1972-1976

WNRC Accession Number 363-78-0002, 1970-1974

7 cubic feet

#### CUBAN REFUGEE PROGRAM STAFF

4. General Correspondence Files. Correspondence with members of Congress, citizens, and organizations concerning the Program. Includes correspondence and lists of names relating to the Cuban refugee airlift.

Destroy immediately.

WNRC Accession Number 363-71A4509, Bx 3,4,7-11,13-16, 1961-1969

11 cubic feet

#### OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT

5. Grant Case Files. Training and demonstration grant files concerning programs to prevent and control juvenile delinquency and to train personnel in the field of juvenile delinquency. The case files contain the grant application, correspondence, memoranda, financial statements, progress reports, and final reports.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71A6235, Bx 1-51, 1962-1967

WNRC Accession Number 363-72A1362, Bx 1-24, 1962-1967

WNRC Accession Number 363-72A3384, Bx 1-15, 1962-1967

90 cubic feet

6. Contract Case File. Contracts awarded to private institutions or companies to conduct workshops, seminars, or studies for the agency. Case files contain the contract; vouchers; correspondence; and final reports, proceedings of conferences or the final product.

Destroy immediately.

WNRC Accession Number 363-72A3384, Bx 16-21, 1962-1967

6 cubic feet

## OFFICE OF RESEARCH, DEMONSTRATIONS, AND TRAINING

7. Demonstration Project Case Files. Case files of demonstration projects funded by the Welfare Administration including correspondence, comments, and project reports.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-69A6358, BX 1-9, 1963-1968

9 cubic feet

## DIVISION OF INTERNATIONAL ACTIVITIES

8. International Program for Child Welfare Subject File. Correspondence, memoranda, and reports concerning significant instances of international cooperation in social work, child welfare, and juvenile delinquency.

Destroy immediately.

WNRC Accession Number 363-72A5184, Bx 5, 1968-1970

1 cubic foot.

9. International Grants File. Administrative files on grants to Israel, Poland, Pakistan, and India.

Destroy immediately.

WNRC Accession Number 363-74A0025, Bx 4, 1961-1966

1 cubic foot

10. International Student Case Files. Biographical information about individual international fellows and visitors sponsored by government agencies. Includes photographs of visitors with government officials.

Destroy immediately.

WNRC Accession Number 363-74B0025, Bx 5-6, 1961-1971

WNRC Accession Number 363-74A0025, Bx 7, 1961-1971

3 cubic feet

11. International Participant Case Files. Case files of American scientists who visited foreign countries, foreign scientists who visited the U.S., and foreign research fellows who studied in the U.S. Files contain correspondence, itineraries, programs of study, and reports.

Destroy immediately.

WNRC Accession Number 363-72A1963, Bx 1-2, 1962-1969  
WNRC Accession Number 363-72A5184, Bx 1-4, 1959-1971  
WNRC Accession Number 363-73A0385, Bx 6, 1959-1963

7 cubic feet

#### DIVISION OF MANPOWER DEVELOPMENT AND TRAINING

12. Public Service Careers Program Pilot Project Reports. Interim and final reports of the pilot projects.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73-0012, Bx 1, 1970-1972

1 cubic foot

13. Public Service Careers Program Administrative File. Routine administrative correspondence and training curricula submitted by PSC Projects.

Destroy immediately.

WNRC Accession Number 363-73-0012, Bx 2, 1970-1973

1 cubic foot

14. Public Service Careers Program Administrative Project File. Case files of correspondence, memoranda, and reports filed by the participating states.

Destroy immediately.

WNRC Accession Number 363-73A0012, Bx 3-6, 1970-1973

4 cubic feet

#### ASSISTANCE PAYMENTS ADMINISTRATION

15. Program Policy File. History files, organizational charts, terminated committees, form control files, state grant programs and related material that document the policies and programs of the Assistance Payments Administration.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine administrative records, non-record material, and records eligible for destruction according to the General Records Schedule.

WNRC Accession Number 363-74-0030, Bx 1-3, 1958-1977  
WNRC Accession Number 363-74A0030, Bx 4, 1960-1973

4 cubic feet

Arranged by subject.

16. Work Plans and Progress Reports. Semi-annual progress reports, annual work plans and related material of the Office of the Director of the Bureau of Family Services and the Assistance Payments Program.

Destroy immediately.

WNRC Accession Number 363-70B6770, Bx 40-42, 1958-1968

WNRC Accession Number 363-67X0663, Bx 22-32, 1942-1963

14 cubic feet

17. Administrative Review Files. Files documenting the systematic review of the problems with welfare program policies and procedures. Includes material used in a Senate mandated study of Aid to Families with Dependent Children Program eligibility.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73-0005, Bx 1-6, 1955-1968

6 cubic feet

Arranged by:

Boxes 1-2 by state

Boxes 3-4 by subject

Boxes 5-6 by state

18. Numbered State Letters. Record set of directives containing Social and Rehabilitation Service instructions to the states on policy and procedural matters. The directives require state actions on program matters. The directives are maintained in numbered series by year. Includes a copy of the Handbook of Public Assistance Administration, which was the official medium of interpretation and instructions concerning requirements of the public assistance titles of the Social Security Act. The Handbook documents the policies, procedures, and programs of public assistance at the state and Federal levels.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73I0698, Bx 26, 1963-1968

1 cubic foot

Arranged by number.

19. State Plans. Copies of state manuals on forms, office management, and personnel; obsolete state laws, rules, regulations, and forms; correspondence and other routine administrative matters.

Destroy immediately.

WNRC Accession Number 363-64B0339, Bx 1-25, 1954-1958  
 WNRC Accession Number 363-66A1216, Bx 1-47, 1959-1963  
 WNRC Accession Number 363-67A0964, Bx 1-5, 1938-1963  
 WNRC Accession Number 363-70A6770, Bx 1-39, 1958-1968

116 cubic feet

20. Expenditure Reports and Requests. Expenditure reports and inspection reports for Title V programs, Work Experience Program.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71A7373, Bx 19-32, 1965-1968

14 cubic feet

21. Cuban Refugee Program Subject File. Correspondence, memoranda, and related material with state public assistance agencies, regional offices, and others concerning the Program.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine administrative files according to the General Records Schedule.

WNRC Accession Number 363-71C5174, Bx 8-12, 1960-1970

5 cubic feet

Arranged by state, region, and numeric filing system.

22. Emergency Welfare Master Subject Files. Correspondence, reports, and related materials of the Bureau, regional offices and states concerned with the Emergency Welfare Services part of the National Civil Defense Program. Includes the records of Operation Alert.

PERMANENT. Transfer to the National Archives in 1995. Destroy duplicate publications during archival processing.

WNRC Accession Number 363-71B5174, BX 4-7, 1964-1970

WNRC Accession Number 363-64C0339, Bx 26-29, 1948-1958

8 cubic feet

Arranged by subject-numeric filing system, by region, subject, and alphabetically by states.

Accession 363-64C0339 is classified by subject and arranged by master or general, regional, or alphabetically by state. The files contain approximately 1 cubic foot of master or general material, 1.5 cubic feet of state and regional files, .5 feet of meetings on delegated defense welfare programs, and 1 foot of documentation on Operation Alert (1955).

23. Emergency Welfare State Subject Files. Correspondence, memoranda,

reports, issuances, and other material concerning the National Civil Defense Program.

Destroy immediately.

WNRC Accession Number 363-71B5174, Bx 1-3, 1964-1970

3 cubic feet

24. Economic Opportunity Master Subject File. Correspondence, memoranda, reports, and other material documenting the agency mission as authorized by Title V of the Economic Opportunity Act.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-72B0328, Bx 1-4, 1964-1968

4 cubic feet

Arranged by a subject-numeric classification system.

25. Economic Opportunity Regional Subject File. Correspondence, memoranda, reports with regional offices concerning Title V of the Economic Opportunity Act.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-72B0328, Bx 8, 1964-1968

1 cubic foot

Arranged by region.

26. Economic Opportunity State Subject File. Correspondence, memoranda, reports, and other material concerning state activities as authorized by Title V of the Economic Opportunity Act.

Destroy immediately.

WNRC Accession Number 363-72B0328, Bx 5-7, 1964-1968

3 cubic feet

#### REHABILITATION SERVICE ADMINISTRATION

27. General Subject File. Central file of headquarters program correspondence, reports, and related materials of all divisions.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71B1382, Bx 1-172, 1938-1965

WNRC Accession Number 363-73A0458, Bx 1-10, 1969-1970



182 cubic feet

Arranged by subject and office of origin.

28. Regional General Subject File. Correspondence from headquarters to the regional offices and monthly and quarterly reports of the regional offices regarding state programs in the region and regional activities.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine administrative correspondence eligible for destruction according to the General Records Schedule during archival processing.

WNRC Accession Number 363-71D1382, Bx 223-232, 1943-1969

10 cubic feet

Arranged by region, then chronologically.

29. State General Subject File. Reports on state legislative actions, evaluations of state programs, correspondence, and reports by RSA field personnel focusing on state programs for vocational rehabilitation, business enterprises, and vending stand programs.

Destroy immediately.

WNRC Accession Number 363-71C1382, Bx 173-222, 1940-1969

50 cubic feet

#### DIVISION OF BUDGET

30. Budget Files. Bureau of the Budget submissions, Congressional submissions, data books, and supporting data concerning the budget for programs authorized under the Vocational Rehabilitation Act.

Destroy immediately.

WNRC Accession Number 363-72A1302, Box 1, FY 1966

31. Neighborhood Service Program Files. Reports analyzing state Neighborhood Service Program Files using standardized forms and narrative reports.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71C6611, BX 16-17, 1967

2 cubic feet

32. Statewide Planning Project Files. Case files of two year grants to each state, territory, or possession for the study of vocational rehabilitation services available in each state. Includes application, interim reports, correspondence, and final reports.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-72A1256, Bx 1-17, 1966-1970

17 cubic feet

33. Statewide Planning General Administrative File. Reports, agency policy statements, and routine administrative files relating to the statewide planning project files.

PERMANENT. Transfer to the National Archives in 1995. Destroy Statewide Planning Project Files in box 18 as per series 32 during archival processing.

WNRC Accession Number 363-72A1256, Bx 18-19, 1966-1970

2 cubic feet

Arranged by subject.

34. State Plans. Papers filed by each state, territory, and possession concerning vocational rehabilitation for the handicapped and business enterprise programs for the blind. Files include proposed programs, budget, manuals, and correspondence.

Destroy immediately.

WNRC Accession Number 363-74-0029, 1965-1974

11 cubic feet

35. State Planning Grant Files. Grants to the states for the planning of rehabilitation facilities. Case files contain the application, checklist for reviewing applications, statement of grant award, authorization for grant payment, expenditure reports, and progress reports.

Destroy immediately.

WNRC Accession Number 363-73A0712, Bx 1-2, 1967-1968

2 cubic feet

#### NATIONAL ADVISORY COUNCIL ON VOCATIONAL REHABILITATION

36. Grant Proposals. Approved and disapproved grant proposals in the fields of medicine, psychology/sociology, and sensory experience. Includes proposal, scientific materials, and project summary sheet.

Destroy immediately.

WNRC Accession Number 363-71D6611, Bx 18-25, 1966-1968

8 cubic feet

37. Foreign Currency Files. Program and administrative correspondence, memoranda, and related material documenting the Foreign Currency Program.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71B6611, Bx 5, 1960-1968

1 cubic foot (actually only 1/2 cubic foot. The remainder of the box can be destroyed per the appraisal for Foreign Fellow Files)

Unarranged.

38. Foreign Fellow Files. Case files on individuals from foreign countries who visited the United States to learn about various aspects of social work. Files contain personal information, evaluations of the visit by the host institution, reports by the foreign fellows, and correspondence.

Destroy immediately.

WNRC Accession Number 363-71B6611, Bx 6-15, 1943-1969

10 cubic feet

39. International General Subject File. Correspondence between the agency and its counterparts in other countries dealing largely with professional interests, visits, publications, meetings, and conferences.

Destroy immediately.

WNRC Accession Number 363-71B6611, Bx 1-4, 1943-1969

4 cubic feet

#### COMMUNITY SERVICES ADMINISTRATION

40. General Subject File. Correspondence, speeches, grants, reports and related records pertaining to the programs of the Community Services Administration.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession 363-72A1534, Boxes 1-4, 1969-1970

4 cubic feet

Arranged by a subject-numeric filing system, but with some files arranged by state. Includes an alphabetical cross reference file.

#### CHILD AND FAMILY SERVICES

41. General Correspondence Files. General correspondence including citizen letters forwarded from the White House and members of Congress.

Destroy immediately.

WNRC Accession Number 363-73A0008, Bx 14, 1970-1971

1 cubic foot

42. State Letters. Record set of unnumbered and numbered directives to state officials interpreting policies, clarifying procedures, and announcing changes in policies and procedures.

PERMANENT. Transfer to the National Archives in 1995. Destroy directives covering routine administrative matters during archival processing.

WNRC Accession Number 363-73A0008, Bx 15-17, 1954-1971

3 cubic feet

Arranged chronologically and by number.

#### CHILD AND FAMILY SERVICES

43. State Reports on Aid to Families with Dependent Children. Narrative summary reports and reports to Congress concerning the program in each state, territory, or possession.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73A0008, Bx 10-13, 1970-1971

4 cubic feet

44. Review of the New York City Aid to Families with Dependent Children Program. Questionnaires, correspondence, reports, GAO audit reports, and the final report to the House of Representatives Ways and Means Committee documenting a thorough investigation into the New York City Aid to Families with Dependent Children Program.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73G0008, Bx 22, 1968-1969

1 cubic foot

No arrangement.

45. Review of the California Aid to Families with Dependent Children Program. Correspondence and reports documenting the study of California's AFDC Pre-School program.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73H0008, Bx 23, 1968

1 cubic foot

46. State Plans. Obsolete state budget plans with narrative explanation on spending money on specific programs for Child Welfare Services and the Aid to Families with Dependent Children program.

Destroy immediately.

WNRC Accession Number 363-72A3008, Bx 1-11, 1963-1968

11 cubic feet

MEDICAL SERVICES ADMINISTRATION (MSA)

47. Subject File. Policy correspondence, regional correspondence, minutes, reports, and issuances that document the policies and programs of the Medical Services Administration.

PERMANENT. Transfer to the National Archives in 1995. Destroy non-record material and records eligible to be destroyed according to the General Records Schedule during archival processing.

WNRC Accession Number 363-75-0005, Bx 30-31, 39-55, 1967-1973

19 cubic feet

Arranged by alpha-numeric subject filing system, subject, and region.

48. Speeches. Speeches presented by officials of the MSA to private organizations, professional meetings, and Congressional hearings.

PERMANENT. Transfer to the National Archives in 1995. Only one folder contains speeches. The remainder of the box consists of budget files of state expenditure reports, which are disposable according series 49.

WNRC Accession Number 363-75-0005, 1967-1973, Bx 27

1 cubic foot

49. Administrative Subject File. Obsolete state plans, administrative correspondence, budget material and related administrative records.

Destroy immediately.

WNRC Accession Number 363-75-0005, 1967-1973, Bx 1-26, 28-29, 32-38, 56-68

48 cubic feet

CHILDREN'S BUREAU

50. Program Subject File. Correspondence, memoranda, and related material documenting the policies and programs of the Children's Bureau and Child Welfare Services.

PERMANENT. Transfer to the National Archives in 1995. Destroy records eligible for destruction according to the General Records Schedule during archival processing.

WNRC Accession Number 363-72A3008, Bx 23-26, 1936-1967

4 cubic feet

Arranged by subject.

51. Budget Files. Budget estimates; budget justifications; material for Congressional hearings; cost allocations for regional offices; budget for grant programs including day care, training, and Child Welfare Services; and salaries and expenses.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine budget material eligible for destruction according to the General Records Schedule.

WNRC Accession Number 363-72A3008, Bx 19-22, 1949-1967

WNRC Accession Number 363-73B0008, Bx 18-19, 1968-1971

6 cubic feet

Arranged by fiscal year.

52. State Civil Rights Plans. Plans and correspondence submitted by each state to outline civil rights compliance to qualify for Federal funds, complaints, reviews, and general policy records.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-72A3008, Bx 13-18, 1965-1969

6 cubic feet

Arranged primarily by state, but contains miscellaneous files.

53. Unaccompanied Cuban Children's Refugee Program General File. Policy statements, correspondence, memoranda, histories, budget

material, dental expenses, and monthly statistics.

PERMANENT. Transfer to the National Archives in 1995. Destroy dental expense records during archival processing.

WNRC Accession Number 363-72B3008, Bx 31-36, 1961-1967

6 cubic feet

Arranged by subject and unarranged.

54. Resolution Files. Statements of Federal grant payments to states for three programs: Crippled Children, Child Welfare Services, and Maternal and Child Health Services.

Destroy immediately.

WNRC Accession Number 363-71C6978, Bx 9, 1951-1968

1 cubic foot

55. State Plans for Child Welfare Services. Basic and annual plans filed by each state, territory, and possession. Includes plans for foster care programs and Aid to Families with Dependent Children; financial statements; audit reports; and accountability for Federal money.

Destroy immediately.

WNRC Accession Number 363-73-0008, Bx 1-9, 1967-1969

9 cubic feet

#### ADMINISTRATION ON AGING

56. General Subject Files. Announcements, clippings, correspondence, speeches, memoranda, reports, and other related material that document the policies and programs of the agency. Includes routine administrative files.

PERMANENT. Transfer to the National Archives in 1995. Destroy duplicates, non-record material, and records eligible for destruction under the General Records Schedule during archival processing.

WNRC Accession Number 363-73A0470, Bx 8-11, 1968-1970

4 cubic feet

Arranged by alpha-numeric subject filing system cutoff by fiscal year; correspondence arranged alphabetically, numerically, by state, HEW region, organization, or persons name.

57. Research and Development Subject Files. Abstracts, announcements, charts, decisions, directives, histories, correspondence, minutes, and other material concerning research in social gerontology.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73-0001, Bx 1, 1966-1970

1 cubic foot

Arranged by subject.

58. Grants. Terminated formula grant files for Title III projects.

Destroy immediately.

WNRC Accession Number 363-73A0650, Bx 1-25, 1966-1970

WNRC Accession Number 363-73A0754, Bx 1-7, 1966-1970

32 cubic feet

NATIONAL CENTER FOR SOCIAL STATISTICS

59. Data Forms. Case Service Report: Federal-State Program for Vocational Rehabilitation forms (Form Number RSA 300) submitted by the states to the National Center For Social Statistics to accumulate data on participants in vocational rehabilitation.

Form NCSS-1185, Case Record Schedule for Service Worker, submitted by case workers on recipients of Aid to Families With Dependent Children.

Destroy immediately.

WNRC Accession Number 363-74-0023, Bx 1-40, 1973-1974

WNRC Accession Number 363-74-0024, Bx 1-44, 1973

84 cubic feet

BUREAU OF PUBLIC ASSISTANCE

60. State Administrative Review Working Papers. Forms, questionnaires, guides, background material and other records relating to the administrative review of state programs. Includes a small amount of state emergency correspondence.

Destroy immediately.

WNRC Accession Number 363-64D0339, Bx 30, 1940-1957

1 cubic foot



FEDERAL SECURITY AGENCY  
SOCIAL SECURITY ADMINISTRATION

BUREAU OF PUBLIC ASSISTANCE

61. State Grant Ledgers. Handwritten ledgers containing the exact financial information on grants given each state.

Destroy immediately.

WNRC Accession Number 363-64F0339, Bundles 33-37, 1936-1956

2 cubic feet (5 bound ledgers)

62. Temporary Bulletins. Temporary bulletins on routine matters that do not require any formal action issued by the Office of Director.

Destroy immediately.

WNRC Accession Number 363-73F0698, Bx 28, 1941-1961

1 cubic foot

63. State Personnel Files. Personnel manuals from state agencies that received funding from the SSA.

Destroy immediately.

WNRC Accession Number 363-72A6724, Bx 1-7, 1936-1950

7 cubic feet

BUREAU OF FAMILY SERVICE

64. Budget File. Budget estimates, budget justification, material for Congressional hearings, memoranda, reports, and statistical tables.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine records of working papers, budget summary cards, and reproduction requisitions during archival processing.

WNRC Accession Number 363-67A0663, Bx 1-21, 1937-1962

21 cubic feet

Arranged by fiscal year.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

WELFARE ADMINISTRATION

## COMMISSIONER

65. Minutes. Minutes of meetings documenting policy decisions and implementation with subject indices.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73I0698, Bx 23,34-37, 1935-1966

5 cubic feet

Arranged chronologically.

## BUREAU OF FAMILY SERVICES

66. Master Subject File. Correspondence relating to legislation, hearings, committees, publications, public and media relations, relationships with private organizations and volunteers.

PERMANENT. Transfer to the National Archives in 1995. Destroy nonrecord material, and routine administrative and personnel administrative records according to the General Records Schedule.

WNRC Accession Number 363-64A0839, Bx 1-23, 1954-1958

WNRC Accession Number 363-64B0839, Bx 24-26, 1954-1958

WNRC Accession Number 363-69A5829, Bx 1-43, 1959-1963

69 cubic feet

Arranged by a modified Dewey decimal classification system.

67. Regional Subject File. Correspondence from headquarters to the regional offices regarding state programs in the region and regional activities.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine administrative files according to the General Records Schedule during archival processing.

WNRC Accession Number 363-64B0839, Bx 27-32, 1954-1958

WNRC Accession Number 363-69A5829, Bx 44-48, 1959-1963

11 cubic feet

Arranged by region, then by modified Dewey decimal classification system.

68. State Subject File. Program and routine correspondence, reports, and studies from state government offices concerning public assistance programs.

Destroy immediately.

WNRC Accession Number 363-64B0839, Bx 33-38, 1954-1958  
WNRC Accession Number 363-64C0839, Bx 39-55, 1954-1958  
WNRC Accession Number 363-64D0839, Bx 56-65, 1954-1958  
WNRC Accession Number 363-69A5829, Bx 49-91, 1959-1963

76 cubic feet

69. General Correspondence File. Correspondence with individuals, private institutions, and organizations. Includes publications and speeches.

Destroy immediately.

WNRC Accession Number 363-64D0839, Bx 66-70, 1954-1958  
WNRC Accession Number 363-69A5829, Bx 92-96, 1959-1963

10 cubic feet

70. State Grant Dockets. Quarterly computations of amounts to be certified to the Secretary of the Treasury for Public Assistance grants under the Social Security Act. Also contains quarterly reports of estimated expenditures broken down by program and Federal-state responsibility.

Destroy immediately.

WNRC Accession Number 363-66A0869, Bx 1-11, 1957-1960  
WNRC Accession Number 363-68C3215, Bx 20-24, 1961-1962  
WNRC Accession Number 363-71A7373, Bx 1-16, 1956-1966

32 cubic feet

71. American Repatriate Expenditures Reports. Reports of individual fund recipients and total Federal-state expenditures in the effort to assist U.S. citizens who had returned from foreign countries.

Destroy immediately.

WNRC Accession Number 363-71A7373, BX 17, 1965-1966

1 cubic foot

72. Cuban Refugee Expenditure Reports. Expenditure reports for each state that received Federal funds for Cuban Refugee Programs.

Destroy immediately.

WNRC Accession Number 363-71A7373, Bx 18, 1966

1 cubic foot

CHILDREN'S BUREAU

CHILD WELFARE SERVICES

73. Civil Rights Files. Handbook and reports that document the status of state civil rights programs.

Destroy immediately.

WNRC Accession Number 363-73E0008, Bx 20, 1965

1 cubic foot

74. Legislation Files. Legislation proposed by the Children's Bureau and the Children's Bureau responses to legislation proposed by others.

PERMANENT. Transfer to the National Archives in 1995. Destroy duplicate copies of bills during archival processing.

WNRC Accession Number 363-72B3008, Bx 27-30, 1945-1965

4 cubic feet

Arranged by subject and bill number.

75. Summary of State Programs. One binder compiled by the Children's Bureau summarizing the Aid to Families with Dependent Children program in every state. Cites state laws, regulations, and manuals that cover different issues.

Permanent. Transfer to the National Archives in 1995.

WNRC Accession Number 363-73E0008, Bx 21, 1964

1 cubic foot

76. Annual Staff Conferences. Planning files including correspondence and memoranda deciding topics for the agenda. Includes the proceedings of the conferences.

PERMANENT. Transfer to the National Archives in 1995. Destroy routine administrative records concerning arranging the conferences during archival processing.

WNRC Accession Number 363-72A3008, Bx 12, 1962-1966

1 cubic foot

Arranged chronologically by conference.

#### OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT

77. Subject Files. Correspondence, memoranda, speeches, press releases, advisory committee records, conference and committee papers, and related material that document the policies and programs of the Office of Juvenile Delinquency and Youth

Development.

PERMANENT. Transfer to the National Archives in 1995.

WNRC Accession Number 363-71A4704, Bx 1-4, 1963-1965

4 cubic feet

Arranged by Dewey Decimal classification, region, or state.

## Series listing

## OFFICE OF THE ADMINISTRATOR

Subject File	1937-1977	142 cubic feet	Permanent
Drft Pol Corres	1970-1976	7 cubic feet	Temporary
Gen Corres	1961-1969	11 cubic feet	Temporary
Grant Case Fl	1962-1967	90 cubic feet	Permanent
Contr Case Fl	1962-1967	6 cubic feet	Temporary
Demon Proj	1963-1968	9 cubic feet	Permanent
Interntl Prog for Child Welfare			
Subject File	1968-1970	1 cubic foot	Temporary
Interntl Grants	1961-1966	1 cubic foot	Temporary
Interntl Student Case Files			
	1961-1971	3 cubic feet	Temporary
Interntl Participant Case Files			
	1959-1971	7 cubic feet	Temporary
Public Service Careers Program Pilot Project Repts			
	1970-1972	1 cubic foot	Permanent
Public Service Careers Program Admin File			
	1970-1973	1 cubic foot	Temporary
Public Service Careers Program Admin Proj Fl			
	1970-1973	4 cubic feet	Temporary

## ASSISTANCE PAYMENTS ADMINISTRATION

Program Policy	1958-1977	4 cubic feet	Permanent
Work Plans and Prog Rpt			
	1942-1968	14 cubic feet	Temporary
Admin Review	1955-1968	6 cubic feet	Permanent
Numbered St Ltr	1963-1968	1 cubic foot	Permanent
State Plans	1938-1968	116 cubic feet	Temporary
Expenditure Reports and Requests			
	1965-1968	14 cubic feet	Permanent
Cuban Refugee Program Subj File			
	1960-1970	5 cubic feet	Permanent
Emergency Welfare Master Subject File			
	1948-1970	8 cubic feet	Permanent
Emergency Welfare State Subject File			
	1964-1970	3 cubic feet	Temporary
Econ Opportunity Master Subject File			
	1964-1968	4 cubic feet	Permanent
Econ Opportunity Regional Subject File			
	1964-1968	1 cubic foot	Permanent
Econ Opportunity State Subject File			
	1964-1968	3 cubic feet	Temporary

## REHABILITATION SERVICE ADMINISTRATION

General Subj Fl	1938-1970	182 cubic feet	Permanent
Reg Subj File	1943-1969	10 cubic feet	Permanent
State Subj Fl	1940-1969	50 cubic feet	Temporary
Neighborhood Service Program Fl			
	1967	2 cubic feet	Permanent
Statewide Planning			

Proj Fl	1966-1970	17 cubic feet	Permanent
Statewide Planning			
Admin Fl	1966-1970	2 cubic feet	Permanent
State Plans	1965-1974	11 cubic feet	Temporary
State Planning			
Grant Fl	1967-1968	2 cubic feet	Temporary
Grant Proposals	1966-1968	8 cubic feet	Temporary
Foreign Currency			
Files	1960-1968	1 cubic foot	Permanent
Foreign Fellows	1943-1969	10 cubic feet	Temporary
Interntl Subj	1943-1969	4 cubic feet	Temporary

## COMMUNITY SERVICES ADMINISTRATION

Gen Corres	1970-1971	1 cubic foot	Temporary
State Ltr	1954-1971	3 cubic feet	Permanent
State Reports on Aid to Families with Dependent			
Children	1970-1971	4 cubic feet	Temporary
Review of the New York City Aid to Families with Dependent			
Children Prog	1968-1969	1 cubic foot	Permanent
Review of the California Aid to Families with Dependent			
Children Prog	1968	1 cubic foot	Permanent
State Plans	1963-1968	11 cubic feet	Temporary

## MEDICAL SERVICES ADMINISTRATION

Subj File	1967-1973	19 cubic feet	Permanent
Admin Subj Fl	1967-1973	49 cubic feet	Temporary

## WELFARE ADMINISTRATION

## COMMISSIONER

Minutes	1935-1966	5 cubic feet	Permanent
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## CHILDREN'S BUREAU

Prog Subj Fl	1936-1967	4 cubic feet	Permanent
Budget Fl	1949-1971	6 cubic feet	Permanent
State Civil Rights			
Plans	1965-1969	6 cubic feet	Permanent
Unaccompanied Cuban Children's Refugee Program			
Gen File	1961-1967	6 cubic feet	Permanent
Resolution Fl	1951-1968	1 cubic foot	Temporary
State Plans For Child			
Welfare Serv	1967-1969	9 cubic feet	Temporary

## ADMINISTRATION ON AGING

Gen Subj Fl	1968-1970	4 cubic feet	Permanent
Research and Development			

Subj Fl	1966-1970	1 cubic foot	Permanent
Grants	1966-1970	32 cubic feet	Temporary

NATIONAL CENTER FOR SOCIAL STATISTICS			
Data Forms	1973-1974	84 cubic feet	Temporary

#### SOCIAL SECURITY ADMINISTRATION

##### BUREAU OF PUBLIC ASSISTANCE

State Admin Review Working Papers			
	1940-1957	1 cubic foot	Temporary
State Grant Ledgers			
	1936-1956	2 cubic feet	Temporary
State Pers Fl	1936-1950	7 cubic feet	Temporary
Temp Bulletins	1941-1961	1 cubic foot	Temporary

##### BUREAU OF FAMILY SERVICES

Budget Fl	1937-1962	21 cubic feet	Permanent
Master Subj Fl	1954-1963	69 cubic feet	Permanent
Reg Subj Fl	1954-1963	11 cubic feet	Permanent
State Subj Fl	1954-1963	76 cubic feet	Temporary
Gen Corres	1954-1963	10 cubic feet	Temporary
State Grant Dkt	1956-1966	32 cubic feet	Temporary
American Repatriate Expenditures			
Reports	1965-1966	1 cubic foot	Temporary
Cuban Refugee Expenditure			
Reports	1966	1 cubic foot	Temporary

##### CHILDREN'S BUREAU

Civil Rights Fl	1965	1 cubic foot	Temporary
Legis Fl	1945-1965	4 cubic feet	Permanent
Summary of State Programs			
	1964	1 cubic foot	Permanent
Annual Staff Conferences			
	1962-1966	1 cubic foot	Permanent

OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT			
Subj Files	1963-1965	4 cubic feet	Permanent