

**REQ: FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

LEAVE BLANK		RG 235
DATE RECEIVED	03 JUL 1973	JOB NO
DATE APPROVED		173-349
NOTIFICATION TO AGENCY		
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED		
7-18-73	<i>James B. Rhoads</i>	
DATE	ARCHIVIST OF THE UNITED STATES	

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Cuban Refugee Assistance Program

2 MAJOR SUBDIVISION

Family Services Division - State of Florida

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles A. Cassell

5 TEL. EXT

526-7474

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

3 July 1973 *Thomas W. Padgett*

(Date)

(Signature of Agency Representative)

NC

(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>The following schedule establishes disposal standards for certain series of records accumulated by the Cuban Refugee Assistance Program in its assigned functions.</p> <p><u>INACTIVE CASE RECORDS</u></p> <p>Case records not involving overpayment and/or collection effort.                      Dispose seven years after the year in which case is closed.</p>		DISPOSAL APPROVED
2.	<p><u>CASE RECORDS</u></p> <p>Case records in which termination of collection efforts has been approved by higher authority.                      Dispose seven years after the year in which termination is approved.</p>		DISPOSAL APPROVED
3.	<p><u>CANCELLED CHECKS</u></p> <p>Cancelled and void C. R. A. warrants.                      Dispose seven years after the year in which cancelled or voided.</p>		DISPOSAL APPROVED

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*

Washington, D C 20408



DATE July 13, 1973

REPLY TO  
ATTN OF Carmelita S. Ryan

SUBJECT Disposal Job No. NN-173-349

• Tom Wadlow

This disposal job covers records relating to the direct relief administered to Cuban refugees by the Florida State Department of Public Welfare under a grant from the Cuban Refugee Assistance Program of HEW. There has been considerable correspondence between HEW, the Atlanta Federal Records Center and the NARS Records Appraisal Division concerning the records. See the memos of June 11 and 15, 1973 from Leonard Rapport to NNA and that of April 4, 1973 from Crichton S. McCutcheon, Director, CRA Program to Leonard Gordon, Chief, Repatriate and Refugee Office, HEW and its accompanying papers for complete information on this program and the value of its records. There does not seem to be any good reason to retain these records longer than the requested seven years, ~~requested~~.

*Carmelita S. Ryan*  
CARMELITA S. RYAN

March 2, 1973

Mr. Crichton S. McCutcheon, Director, CRA Program

William A. Sinko, Adm. Assistant

### Disposition of Inactive Case Records

1.- Background.- We have recently studied the need for disposition of inactive case records. The volume on hand suggests that we dispose of many of them because of the following factors: (a) using an excessively large amount of filing space (b) we do not have ample storage space (c) surplus ~~to~~ our needs (d) they create unnecessary handling and storage requirements.

Our review reveals that we have 6093 closed cases, of which an estimated 10% are re-applications. A net amount is approximately 5500. These case records presently occupy filing space equivalent to 15 five-drawer filing cabinets. If we were to get rid of these records immediately, we could cancel a proposed purchase of seven filing cabinets of the same type as this latter requirement now exists.

2.- Authority for Disposition. Examination of past correspondence pertaining to this subject indicates that authority to dispose of them by retirement to the Federal Records Center at East Point, Georgia, already exists. Moreover, we have already disposed of a large quantity of inactive case records, as well as other files. Authority is contained in the following documents, copies of which are attached:

a) Letter from HEW, dated March 18, 1968, to Mr. Emmett S. Roberts signed by Mr. Wave L. Perry of HEW. The last two paragraphs on page 2 state that case records inactive for three years or more can be sent to the Federal Records Center except for cases where a contract for repayment exists. Also, case records involving a single person who dies could be sent without waiting for three years. (Attachment 1).  
b) Letter from HEW, dated April 22, 1968, to Mr. Emmett S. Roberts, by Mr. Wave L. Perry. This letter provides additional guidance and states that cancelled checks stored in Jacksonville also can be sent to the Federal Records Center. (Attachment 2). Upon written request from DFS, Jacksonville, by memo dated October 12, 1972, we were requested to obtain approval from Federal officials for the disposition of 1,797,652 cancelled checks. This was done and a memo attesting to the fact is enclosed as Attachment 3. By memo dated January 17, 1973, from DFS, Bureau of Financial Services, it was learned that the checks had been boxed and were awaiting shipment to the Federal Records Center.

3.- Need for Disposition Instruction for CRA Program Inactive Case Records. During our study, telephonic discussions regarding the disposal of the records were held with the following offices-Regional Office of the National Archives and Records Services, GSA, Atlanta, Georgia (Messrs. Johnson and Redmond) and Mr. Carlton Brown, Director of the Federal Records Center, Atlanta, Georgia. Mr. Brown is willing to accept our inactive case records but is in need of ultimate disposal instructions from either our office or HEW. He advised that he is not required to accept records for storage unless specific ultimate disposition instructions (i.e. destruction, microfilm, microfilm and later destruction, etc.) are contained therewith. (Apparently

our last shipment was accepted with an understanding that ultimate disposition instructions were to follow). He has authorized this office to restate his need for such instructions to HEW. In summary, he requires the following information:

- a) Disposition instructions for CRA Program records presently in storage.
- b) Disposition instructions for CRA Program records to be sent to the Federal Records Center in the future.

4.- Proposed Disposition Instructions. - Research has revealed an extremely low demand for our records presently in storage at Atlanta since their arrival approximately eighteen months ago (October 1971). The large majority of those case records which were requested for retrieval and review since that time centered around "financial" reasons (i.e. reapplication, fraud, embezzlement, etc.) It is reasonable to assume that our demand would remain the same in the future. For this reason it is recommended that ultimate disposal instructions to the Federal Records Center (for case records and cancelled checks only, at this time) be tied closely to the statute of limitations regarding overpayment collections. With regard to overpayments and collection efforts, the statute of limitations is set at six years from the last date of action. Following that period of time, collection can no longer be made. However, in our situation, I recommend an extra year with disposition instructions as follows:

- a) Inactive case records not involving overpayment/collection effort: retain for three years at the organization, ship to Atlanta storage for four years, destroy thereafter.
- b) Case records for which termination of collection effort has been approved by higher authority: (Present policy requires them to be retained at the organization for three years, following approval of termination of collection efforts.) Retain at organization for three years after date of approval of termination, ship to Atlanta for storage for four years, destroy thereafter.
- c) Cancelled checks. Same as 4.a. above, except that checks are to be stored at Jacksonville, rather than at the CRA Program Office in Miami, Florida.

5.- Recommendations. In view of the above, the following recommendations are made:  
a.- That the proposed disposition instructions shown in paragraphs 4 - a, b, and c be accepted and approved by HEW as disposition instructions for those types of documents listed therein.

b.- That either HEW or this office (with prior approval of HEW) notify the Director of National Archives and Records Service, GSA Region, Atlanta, Georgia of the approved disposition policy.

c.- That this office continue its study on the disposition of other CRA Program files with an objective of proposing an overall records disposition plan to DFS.

WAS/mn