

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2023-0004

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Administration for Children and Families
Record/Scheduling Group	0292 - Records of the Administration for Children and Families
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Children's Bureau
Schedule Subject	Records for the Children's Bureau (CB), National Child Welfare Data Management System (NCWDMS)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0292-2023-0004

Item #	Title	Disposition
0001	National Child Welfare Data Management System (NCWDMS)	Permanent

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Records Schedule Items

DAA-0292-2023-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	National Child Welfare Data Management System (NCWDMS)	
Item Description	<p>The CB NCWDMS system is a cloud-based system providing capabilities initially supporting management of two CB data reporting programs: (1) The Adoption and Foster Care Analysis and Reporting System (AFCARS) and (2) Title IV-E of the Social Security Act Prevention Services Data (IV-E PSD). AFCARS data is collected for the purpose of analyses and publication of national and state information about children's experience in foster care and/or adoptions. A major product of the AFCARS data includes the congressionally mandated Child welfare outcomes report, an annual report that assesses state performance in operating child protection and child welfare programs under titles IV-B and IV-E. AFCARS data, including DOB is also used by various other Children's Bureau activities to determine compliance with other IV-E report requirements. IV-E PSD Family First data is collected for the data analysis and publication of national and state information about children at risk of entry into foster care and the services provided to them in an attempt to divert their entry into the foster care system. This data is used in reports to congress which require breaking down the results by demographic information including age. NCWDMS provides a data infrastructure environment that receives, stores, integrates, and shares other data in support of CB's overall mission; and dashboards/environments to assist researchers and the general public. NCWDMS records reflect AFCARS and IV-E electronic Records E PSD data transmitted and officially submitted by state, tribe, and territory (STT) child welfare agencies.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	No
Current Records Format	Structured data formats:50gb
Approximate first year of records covered by this authority	2015
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2015 To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.