

FSA
HRS
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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO **NI-292-90-1**

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

DATE RECEIVED **12/5/89**

**1 FROM (Agency or establishment)
Family Support Administration, DHHS**

NOTIFICATION TO AGENCY

**2 MAJOR SUBDIVISION
Office of Management and Information Systems**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**3 MINOR SUBDIVISION
Division of State Systems**

4 NAME OF PERSON WITH WHOM TO CONFER
Roger Cronkhite
Justine Fath

5 TELEPHONE EXT
252-5526
252-5536

DATE
8/31/90

ARCHIVIST OF THE UNITED STATES
[Signature]

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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 11/14/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The Family Support Administration (FSA) provides leadership and direction to plan and coordinate the national administration of Financial Assistance Programs. Office of Management and Information Systems provides analysis, management and administrative support to all FSA offices.</p> <p>This schedule covers the Office of Management and Information Systems (OMIS) records not covered by the NSA General Records Schedules Nos. 1-23.</p> <p>It supersedes previously approved disposition schedule NC1-292-84-2.</p>		

115-108 *Copies sent to agency NCF 9/5/90*

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Division of State Systems</u></p> <p><u>Advance Planning Document</u> <u>Review Files.</u></p> <p>Records accumulated in reviewing and approving /disapproving State plans for automating Title IV-A or IV-D programs whenever enhanced Federal funds are requested; whenever Federal funds are requested at the regular matching rate for total acquisitions costing \$200,000 or more in Federal and State funds over any twelve-month period, or \$300,000 or more in Federal and State funds over the life of the project; or whenever a State plans to acquire non-competitively from a nongovernmental source ADP equipment or services that cost more than \$25,000 in Federal and State Funds. These reviews address planning documents for systems activities (ranging from feasibility studies to projects for programming and implementing IV-A or IV-D computer systems); requests for proposals (RFPs) prior to soliciting contracts; and purchase of service agreements between the IV-A or IV-D agencies and State ADP organizations. Records are multi-OPDIV [involving other Department of Health and Human Services (HHS)] or single-OPDIV (involving only IV-A or 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.</p> <p><u>Disposition:</u></p> <p>a. <u>Multi-OPDIV Files.</u> Destroy when 5 years old.</p> <p>b. <u>Single-OPDIV Files.</u> Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	<p>NC1-292-84-2</p> <p>11.1</p> <p>NC1-292-84-2</p> <p>12.2</p>	

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2.	<p><u>System Review Files.</u></p> <p>Records created and accumulated in conducting onsite system reviews in State and local IV-A or 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.</p> <p><u>Disposition:</u> Destroy when 6 years old or when no longer needed for reference purposes, whichever is later.</p>	<p>NC1-292-84-2</p> <p>13.D</p>	
3.	<p><u>Model System Files.</u></p> <p>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.</p> <p><u>Disposition:</u></p> <p>a. <u>Model Systems - Developed by Contractors.</u> Cite Use disposition instructions for Contract Files (See 6. below). <i>authority</i></p> <p>b. <u>Model Systems - Developed by Technical Support Branch, IMSD.</u> Destroy when 6 years old or when no longer needed for reference purposes, whichever is later. <i>sooner.</i></p>	<p>NC1-292-84-2</p> <p>15.2</p>	
4.	<p><u>Technical Assistance Files.</u></p> <p>Records created and accumulated in providing onsite technical assistance and training to State IV-A or IV-D agencies. Files may include: correspondence, comments, work papers, guidance documents, training materials, resulting publications and/or reports and other related material.</p>		

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5.	<p><u>Disposition:</u> Destroy when 5 years old or when no longer needed for reference purposes, whichever is sooner.</p> <p><u>State Systems Documentation.</u></p> <p>Copies of records created by States during their planning, designing, developing and/or modifying, implementing and operating transferable IV-A or IV-D computer systems. Such records will be used to assist other States in the acquisition of automated capabilities to support their program functions. Files may include: correspondence, system documentation, training materials, and/or reports and other related material.</p> <p><u>Disposition:</u> Destroy when 6 years old or when no longer needed for reference purposes, whichever is sooner</p>	<p>NC1-292-84-2 16.F New.</p>	
6.	<p><u>Contract Files.</u></p> <p>Working copies of contracts and associated background documentation for the procurement of goods and non-personal services related to State IV-A or IV-D computer systems. Also included are user guides, operations manuals, program listings, test run data, system documentation, correspondence, deliverables and other relevant material.</p> <p><u>Disposition:</u></p> <p>a. <u>Deliverables.</u> Transfer to FRC when 6 years old. Destroy when 12 years old.</p> <p>b. <u>Other Records.</u> Transfer to FRC when 6 years 6 months old. Destroy when 12 years old.</p>	<p>NC1-292-84-2 17.1 NC1-292-84-2 18-2</p>	
7.	<p><u>Special Study and Project Files.</u></p> <p>Files created from one-time special studies or projects conducted by Information and Management Systems Division components, or by OCSE and OMIS Divisions of State Systems Management. These studies or projects relate to IV-A or IV-D</p>		

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	<p>system(s) design, development, implementation, and/or modification within IV-A or IV-D headquarters 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.</p> <p><u>Disposition:</u></p> <p>a. <u>Contract Information.</u> Use disposition instructions for Contract Files (see 6. above).</p> <p>b. <u>Final Reports, Studies, and/or Publications.</u></p> <p>(1) <u>Official Record Copies.</u> Transfer to FRC when 6 years old. Destroy when 12 years old.</p> <p>(2) <u>Other Copies.</u> Destroy when no longer needed for reference purposes.</p> <p>c. <u>Other Records.</u> Destroy when 6 years old or no longer needed for reference purposes, whichever is later. <i>See ner</i></p>	<p>NCI-292-84-2 20.2</p> <p>NCI-292-84-2 21.b</p> <p>NCI-292-84-2 22.3</p>	