

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

LEAVE BLANK	
JOB NO	NC1 439 77 4
DATE RECEIVED	27 MAY 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	6-23-77 <i>James B. Rouse</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of Health, Education, and Welfare**

2 MAJOR SUBDIVISION  
**Office of Human Development**

3 MINOR SUBDIVISION  
**Office of Youth Development**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Vonda L. Stitt**

5 TEL EXT  
**245-2873**

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <b>5/12/77</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene D. Reed, Jr.</i>	E. TITLE <i>Acting</i> <b>Department Records Management Officer</b>
--------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>The Office of Youth Development (OYD) was created April 1, 1973 as part of the Office of Human Development. It incorporates the former Youth Development and Delinquency Prevention Administration from the Social and Rehabilitation Service, the former Office of Youth and Student Affairs from the Office of the Secretary, and a youth component of the research and demonstration activities from the Office of Child Development.</p> <p>OYD administers the Juvenile Justice and Delinquency Prevention Act of 1974, Title III, the Runaway Youth Act, whose major emphasis is to provide to States, localities and nonprofit private institutions temporary shelter care, counseling, and follow-up services to runaway youth. Grants under this Act may not be made to institutions within the juvenile justice system. The primary purpose of this Act is to further strengthen existing runaway facilities within communities.</p> <p><u>General Subject File</u></p> <p>Files broken down by subject consisting of routine correspondence, memoranda, trip reports, activity reports, policy issuances - which are rescinded within specific time frames - and conference and committee records of informal meetings held for specific purposes of the Office.</p>		

Office of Youth Development  
Office of Human Development, DHEW

Authorized Disposition

Break files every year and destroy after two years those materials of routine nature.

Break files every two years those records concerning on-going activities, i.e. committee records. Retain in Office until two years after end of project, then destroy.

2. Nonrecord Reference Materials (Resource File)

Reading files, extra copies of correspondence or other records whether relating to program or administrative activities, information copies, drafts, working papers, publications received for reference use.

Authorized Disposition

File nonrecord materials separate from official records. Dispose of within one year or when no longer needed for reference.

3. Project Files

Case files for grants and contracts for runaway facilities and related programs and services. Also contract files for youth development programs.

- (a) Official Grant File - OYD Regional Offices are the office of record for these files.
- (b) Official Contract File - The OHD Grants and Contracts Management Division is the office of record for OYD contracts.
- (c) Grants and Contracts Working Files - OYD Central Office.

Authorized Disposition

(a) Official Grant File - Transfer to Federal Records one year after close out. Dispose of six years after transfer if audit has not been performed or if an audit was performed and there are no outstanding problems. If a grant is audited and findings indicate adjustment, such grant file shall be transferred to the Federal Records Center one year after final disposition of findings and disposed of six years after transfer.

Office of Youth Development  
Office of Human Development, DHEW

(b) Official Contract Files - Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after two years. Dispose of six years after final payment.

(c) Working Files - Dispose of three years after final close-out.

4. Public Inquiry Files

Correspondence referred by White House, Congress, other Federal Agency or directly from individuals seeking general information regarding OYD programs.

Authorized Disposition

Break files at end of each year. Dispose of when two years old.

5. Research and Statistical Files (Forward Plan, R&E Plan, Issue Papers, etc.)

Statistical research, evaluation and other documents created by OYD in the conduct of studies, scientific data gathering, special reports, technical papers, RFP's, etc.

Authorized Disposition

Break files at end of each year. Dispose of when no longer needed for reference.

6. Annual and Special Reports

Annual and statistical reports required by PL 93-415, "Juvenile Justice and Delinquency Prevention Act of 1974." OYD is the office of record. Maintained separately. Estimated annual volume: one report.

Authorized Disposition

Permanent. Break files at end of three years. Retain in OYD for five years. Transfer to Federal Records Center at end of fifth year. Offer to NARS when ten years old.

Office of Youth Development  
Office of Human Development, DHEW

7. Organizational Files

Copies of documents related to the organization and responsibilities of the Office, i.e., legislation, regulations, guidelines, mission and function statement, etc.

These records are primarily legislation related to the Office and documents published in the Federal Register as a result of the legislation. Records are filed in chronological order. OYD is office of record.

Authorized Disposition

Break files at end of legislative period. Retain in OYD for five years. Destroy at end of fifth year.

8. Public Information Files

Documents prepared by the Office or under contract to the Office for dissemination to the public. Documents are specific in nature, i.e.:

Intake Screening Guides: Improving Justice for Juveniles  
Model Acts for Family Courts and State-Local Children's  
Programs  
A Design for Youth Development Policy  
An Approach to Youth Participation  
Runaway Youth - From What to Where - The Legal Status  
of Runaway Children  
Youth Legal Rights and Responsibilities: A Guide for  
Public School Students  
Catalog of Federal Youth Programs  
Etc.

Maintained separately, by subject. OYD is the office of record.  
Estimated annual volume: one-half file drawer.

Authorized Disposition

Permanent. Retain in OYD for five years. Transfer to Federal Records Center at end of fifth year. Offer to NARS when ten years old.