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## Request for Records Disposition Authority

Records Schedule Number           DAA-0292-2018-0004  
Schedule Status                    Appraiser Working Version

Agency or Establishment           Administration for Children and Families  
Record Group / Scheduling Group   Records of the Administration for Children and Families  
Records Schedule applies to       Major Subdivision  
Major Subdivision                  Office of Child Care  
Schedule Subject                  Records specific to the Program Office of Child Care  
Internal agency concurrences will be provided   No

Background Information           No previous records schedules covered the subjects specific to the Office of Child Care databases, and also there has been the addition of a mandated website - ChildCare.gov  
Items Include:  
1. State and Territory Child Care Case Level Data (form ACF-801)  
2. State and Territory Child Care Case Aggregate Level Data (form ACF-800)  
3. Tribal Child Care Case Aggregate Level Data (form ACF-700)  
4. ChildCare.gov (content)

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

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## Outline of Records Schedule Items for DAA-0292-2018-0004

Sequence Number	
1	State and Territory Child Care Case Level Data (ACF-801) Disposition Authority Number: DAA-0292-2018-0004-0001
2	State and Territory Child Care Case Aggregate Level Data (ACF-800) Disposition Authority Number: DAA-0292-2018-0004-0002
3	Tribal Child Care Case Aggregate Level Data (ACF-700) Disposition Authority Number: DAA-0292-2018-0004-0003
4	ChildCare.gov Content Disposition Authority Number: DAA-0292-2018-0004-0004

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## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1170 415"><b>State and Territory Child Care Case Level Data (ACF-801)</b></p> <p data-bbox="342 432 1149 468">Disposition Authority Number      <b>DAA-0292-2018-0004-0001</b></p> <p data-bbox="342 489 1490 638">Monthly case level database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-801 form approved by OMB (OMB Approval Number: 0970-0167).</p> <p data-bbox="342 657 915 693">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 711 878 747">Item Status                              <b>Pending</b></p> <p data-bbox="342 766 818 802">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="342 821 818 949">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="342 968 818 1056">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="342 1094 659 1129"><b>Disposition Instruction</b></p> <p data-bbox="342 1148 1516 1262">Cutoff Instruction                      <b>Cutoff at three months following the end of the fiscal year data was reported, i.e., cutoff for FY2015 data is 12/31/2015.</b></p> <p data-bbox="342 1281 1133 1316">Retention Period                      <b>Delete 8 years after cutoff.</b></p> <p data-bbox="342 1354 654 1390"><b>Additional Information</b></p> <p data-bbox="342 1409 951 1444">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="342 1472 1328 1507"><b>State and Territory Child Care Case Aggregate Level Data (ACF-800)</b></p> <p data-bbox="342 1524 1154 1560">Disposition Authority Number      <b>DAA-0292-2018-0004-0002</b></p> <p data-bbox="342 1581 1490 1730">Annual aggregate database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-800 form approved by OMB (OMB Approval Number: 0970-0150).</p> <p data-bbox="342 1749 915 1785">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 1803 878 1839">Item Status                              <b>Pending</b></p> <p data-bbox="342 1858 818 1894">Is this item media neutral?        <b>Yes</b></p>

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	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at three months following the end of the calendar year data was reported. For example, cutoff for FY2015 data is 3/31/2016.
	Retention Period	Delete 8 years after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Tribal Child Care Case Aggregate Level Data (ACF-700)</b>	
	Disposition Authority Number	DAA-0292-2018-0004-0003
	Annual aggregate database records containing data for families and children receiving child care subsidies funded by the Child Care and Development Fund (CCDF). The data elements are available in the ACF-800 form approved by OMB (OMB Approval Number: 0970-0430).	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at three months following the end of the calendar year data was reported. For example, cutoff for FY2015 data is 3/31/2016.
	Retention Period	Delete 8 years after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required

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## ChildCare.gov Content

Disposition Authority Number      DAA-0292-2018-0004-0004

Consumer education materials available on the childcare.gov website. The website is required by the Child Care and Development Block Grant to disseminate publicly available child care consumer education information for parents. The information on the website will help parents access safe and quality child care services in their community and provide links to their state or territory child care website.

Final Disposition                      Temporary

Item Status                              Pending

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

## Disposition Instruction

Cutoff Instruction                      Cutoff when superseded, obsolete, or when no longer needed to support ACF business.

Retention Period                        Destroy 3 year(s) after cutoff

## Additional Information

GAO Approval                            Not Required

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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
07/11/2018	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/06/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/07/2018	Submit For Certification	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
09/07/2018	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations

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## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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