

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-292-094</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Administration for Children and Families			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Douglas Johnson, ACF Records Officer	5 TELEPHONE NUMBER 202-690-1205	DATE <i>7/20/2010</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
6 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 on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>09/24/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>S // Yvonne K. Wilson</i> <i>Yvonne K. Wilson</i>		TITLE HHS Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>ACF Electronic Systems Schedule: Child and Family Services Reviews (CFSR)</b>  See attached		

# ACF: Child and Family Services Reviews (CFSR)

**Item # Child and Family Services Reviews (CFSR)**

The CFSR collects data for and contains review-related information and products designed exclusively for Children's Bureau (CB) staff. Information contained in the CFSR is a two-stage process consisting of a Statewide Assessment and an onsite review of child and family service outcomes and program systems. It includes links to other review-related resources that are available through the CFSR E-Training Platform, the CB Web site, the Web sites of the Children's Bureau-funded National Resource Centers, and other child welfare-related sites. It also serves as a repository of identified best practices that can be used by CB staff to assist grantee management of services provided by the grant.

**1 CFSR Input Records**

State generated self-assessments; data from case samples; related interviews with stakeholders. Data input manually or electronically.

**Disposition: TEMPORARY.** Cutoff at the end of the fiscal year. Destroy/delete three years after data has been entered into the CFSR and verified. If copies are used for scanning, destroy/delete three years after the verification of quality control, or when no longer needed to support the reconstruction of, or serve as the back up to the master file, whichever is later.

GRS 20, Items 2a4 and 2b

**2. CFSR Database Records**

The CFSR's are a collaborative process among the Children's Bureau Central and the Regional Offices and the States to ensure that quality services are provided to children and their families through State child welfare systems. The reviews use case samples and interviews to identify strengths and areas needing improvement in the areas of safety, permanency, and child and family well-being. The reviews also examine the systemic factors that affect those outcome areas and promote a continuous quality assurance approach to child welfare management. Data elements include: date of last review, findings from last review, date program improvement plan (PIP) was approved, and state's approach to the PIP and key strategies.

**Disposition: TEMPORARY.** Cutoff at the end of fiscal year after closeout. Destroy/delete data after six years and 3 months.

3

**CFSR Output Records**

Collections of data; consultant reviewer information; planning and post-review materials, data-related reports, weekly, monthly and annual reports; training materials; calendars; newsletters; and fact sheets

GRS 20, Items 4, 5, 6, 7 and 12

**Disposition: TEMPORARY.** Destroy/Delete six years and 3 months after cutoff or when no longer needed for administrative, legal, audit or other operational purposes, whichever is later

4

**COE System Documentation**

The system documentation includes the GATES User Manual, the GATES World system support web pages, and system technical documentation System technical documentation includes the following

System Architecture diagram, system design documentation, system code, system test plans and test results, system change requests and management decision memos for change approvals, system security plan and certification and accreditation system audits.

GRS 20, Item 11a1

**Disposition: TEMPORARY.** Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.