



REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE / OF 27
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<u>OFFICE OF CHILD SUPPORT ENFORCEMENT</u>			
A.	<u>GENERAL PROGRAM ADMINISTRATIVE RECORDS</u>		
1.	<u>Administrative Files</u>  <u>Description</u>  Files created by most Office of Child Support Enforcement components in the performance of their assigned functions:  A. Official file copies of outgoing correspondence relating to office functions; B. Comments on draft reports, studies, and proposals prepared by other offices; C. Comments on proposed legislation; and D. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, activity reports, and other reports prepared to submit narrative or statistical data to management offices.  NOTE: Excluded are reports specifically identified elsewhere in this schedule.  <u>Disposition</u>  Destroy when 2 years old or when action or project is completed, whichever is later.	NCI-292-84-6 dated 9/17/84	
2.	<u>Correspondence Control Logs</u>  <u>Description</u>  Correspondence control logs reflecting the assignment and disposition of incoming controlled correspondence.  <u>Disposition</u>  Close out at the end of the calendar year and destroy with related correspondence.	NCI-292-84-6 dated 9/17/84	

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3.	<p><u>Working Files</u></p> <p><u>Description</u></p> <p>Nonessential working papers retained for reference purposes by staff members. Included are extra copies of official file material, supporting or background papers used in developing official files but not needed as part of the official file, studies or similar material not acted upon, papers used as administrative aids and papers that do not serve as basis for official action.</p> <p><u>Disposition</u></p> <p>Destroy when 2 years old or when no longer needed for reference, whichever is earlier.</p>	NCI-292-84-6 dated 9/17/84	
4.	<p><u>Action Transmittals</u></p> <p><u>Description</u></p> <p>Formal issuances containing OCSE instructions to the States. These transmittals require State action on program matters, and records are maintained in numbered series by year. They may address any program topic, and include the subject, regulation references, program applicability with any attachments, related issuances, effective date, and action required. The official record set is maintained by the Reference Center, Program Operations Division.</p> <p><u>Disposition</u></p> <p><u>Duplicate Copies</u></p> <p>Destroy when terminated or superseded.</p>	NCI-292-84-6 dated 9/17/84	
5.	<p><u>Information Memoranda</u></p> <p><u>Description</u></p> <p>Copies of formal issuances transmitting administrative and program instructional information to States. These informational transmittals may cover any administrative or</p>	NCI-292-84-6 dated 9/17/84	

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	<p>program topic and do not require State action. Records are maintained in numbered series by year. The official record set is maintained by the Reference Center, Program Operations Division.</p> <p><u>Disposition</u></p> <p><u>Duplicate Copies</u></p> <p>Destroy when terminated or superseded.</p>		

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B.  1.	<p><u>OFFICE OF THE DIRECTOR</u></p> <p><u>Correspondence Control Logs</u></p> <p><u>Description</u></p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p><u>Disposition</u></p> <p>Close out logs at the end of the calendar year and destroy 5 years thereafter.</p>	<p>NCI-292-84-6 dated 9/17/84</p>	
2.	<p><u>Official Correspondence Files</u></p> <p><u>Description</u></p> <p>Official file copies of correspondence originating from the office of the Director and associated background material (copies of incoming material, comments drafts, etc.). Also, included are documents submitted for the Director's (Assistant Secretary for Family Support) and/or Secretary of HHS review and/or approval together with notes or comments to file made by the OCSE Director/HHS Secretary.</p> <p>NOTE: Routine administrative records will be disposed of in accordance with the General Records Schedules before transfer to Federal Records Center (FRC).</p> <p><u>Disposition</u></p> <p>Permanent. Maintain in office for five years and the transfer to FRC. Transfer to NARA when 20 years old in 5 year blocks.</p>	<p>NCI-292-84-6 dated 9/17/84</p>	

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3.	<p><u>Budget Reports File</u></p> <p><u>Description</u></p> <p>Files contain various reports on the status of OCSE fiscal appropriation and appointment. Example include:</p> <ul style="list-style-type: none"> <li>* <u>Operating Plans</u> - Form SSA-3773, Schedule of Commitments/Obligations</li> </ul> <p>This report lists actual expenditures for the first quarter, and projects monthly expenditures for the remainder of the year by object and sub-object classification code.</p> <ul style="list-style-type: none"> <li>* <u>Monthly Transaction Reports</u></li> </ul> <p>This report is prepared by HRSA and provides OCSE with a detailed account of total Agency expenditures by object and sub-object classification code.</p> <p>These and other OCSE and HRSA generated reports provide the Office of the Director with valuable data used in monitoring budget execution. They also provide background data for preparing OCSE's Annual Budget. Files also include related correspondence and workpapers.</p> <p><u>Proposed Disposition:</u></p> <p>Close out file at the end of the budget year. Destroy when 6 years old.</p>	<p>NCI-292-84-1 dated 9/17/84</p>	

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4.	<p><u>Budget Execution Files</u></p> <p><u>Description</u></p> <p>Files contain records created and accumulated in monitoring budget execution. Included are logbooks, data printouts, working papers and other relevant material. Since these records reflect OCSE's actual expenditures, they may be used as background data for budget activities (i.e., budget preparation).</p> <p><u>Proposed Disposition</u></p> <p>Destroy 6 years after the close of the budget year.</p>	<p>NCI-292-84-1 dated 9/17/84</p>	

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C.	<u>PUBLIC INQUIRY STAFF</u>		
1.	<p><u>Correspondence Inquiries</u></p> <p><u>Description</u></p> <p>Files contain correspondence relating to the Child Support program, for which replies have been prepared. These records are not required for any child support claims or any legal purposes. Included are Congressional and public inquiries and replies thereto.</p> <p><u>Disposition</u></p> <p>A. <u>Congressional Inquiries</u>  Destroy when 3 years old.</p> <p>B. <u>Public Inquiries</u>  Destroy when 3 years old.</p>	<p>NCI-292-84-06  dated  9/17/84</p> <p>NCI-292-84-06  dated  9/17/84</p>	
2.	<p><u>Tracking System Files</u></p> <p><u>Description</u></p> <p>Records created and accumulated in monitoring the incoming and outgoing of public and congressional inquiries. Files contain various tracking system reports and other related material.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed for correspondence tracking purposes.</p>	"	

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3.	<p><u>Press Releases</u></p> <p><u>Description</u></p> <p>Files contain articles and similar materials appearing in the press which relate to the Child Support Program.</p> <p><u>Disposition</u></p> <p>A. OCSE Press Releases -RECORD COPY- (prepared by the Public Inquiries staff)</p> <p>1. Permanent. Cut off at the end of the calendar year. Hold one year. Transfer to a FRC. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p>2. Other Press Releases - press releases other than OCSE's that relate to the child support program.</p> <p>Destroy when 5 years old.</p>	NCI-292-84-06 dated 9/17/84	
4.	<p><u>Public Information Files</u></p> <p><u>Description</u></p> <p>Files contain copies of OCSE public information publications together with related background material.</p> <p><u>Disposition</u></p> <p>A. Permanent. Transfer to the National Archives in 5 year increments when 20 years old.</p> <p>B. Destroy background material when 2 years old.</p>	NCI-292-84-06 dated 9/17/84	

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1.	<p style="text-align: center;"><u>OCSE NATIONAL REFERENCE CENTER</u></p> <p><u>Reference Center's Publication Files</u></p> <p>A. <u>Office of Child Support Enforcement (OCSE) Publications</u></p> <p><u>Description</u></p> <p>OCSE publications providing coverage of program and technical information. Documents in the publication files may include drafts, proofs, OCSE component's comments and input, clearance comments, and other related background material. OCSE publications consist of the following: Abstracts of Child Support Techniques, Child Support Report (monthly newsletter), Techniques for Effective Management of Program Operations (TEMPO's), OCSE Annual Report to Congress, Child Support Statistics, Semi-annual Report, and the Information Sharing Index.</p> <p><u>Disposition</u></p> <p>(1). <u>Official Record Copies</u> Permanent. Maintain record copy of each publication. Close out file at the end of 5 years. Transfer to the FRC 5 years after close-out and offer to the National Archives when 10 years old, in 5 year blocks.</p> <p>(2). <u>Other Copies</u> Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is later.</p> <p>(3). <u>Background Material</u> Destroy 1 year after publication is issued.</p>	<p>NCI- 292-84-03 dated 9/17/84</p>	

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	<p>B. <u>Child Support Program Related Publications (Generated Outside OCSE)</u></p> <p><u>Description</u></p> <p>The National Child Support Enforcement Reference Center maintains materials developed and published outside OCSE, but pertinent to the Child Support Program.</p> <p><u>Disposition</u></p> <p>Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is later.</p>	<p>NCI-292-84-03 dated 9/17/84</p>	
2.	<p><u>Reference Center's State Files</u></p> <p><u>Description</u></p> <p>Resource and background material relating to State and local IV-D agency program operations. Files may include materials such as publications, reports, studies, memoranda, automated system(s) guidelines, press releases, related correspondence and other relevant material. These files provide historical documentation of State Child Support Program activities and serve as a source of valuable reference material.</p> <p><u>Disposition</u></p> <p>Review files annually. Transfer to FRC when 5 years old. DESTROY when 10 years old.</p>	"	
3.	<p><u>Reference Center's Subject Files</u></p> <p><u>Description</u></p> <p>Subject files maintained by the National Child Support Enforcement Reference Center containing resource and background material on a variety of CSE program related topics. Resource files may contain materials such as publications, reference materials, studies, draft instructional material, correspondence, copies of final regulations or instructions, Regional and State submitted data and memoranda, and other related records. These</p>	"	

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files cover topics such as case monitoring and evaluation; cooperative agreements; formulas to determine obligations; child snatching; establishing paternity; case prioritization; State and local counsels; collections through courts and other CSE program related topics. These files provide the basis for establishing historical records and may serve as precedent for future CSE program operation activities.

Disposition

Review files annually. Transfer to FRC when 5 years old. DESTROY when 10 years old.

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D. <u>PROGRAM OPERATIONS DIVISION</u>			
<u>PROGRAM SUPPORT BRANCH</u>			
1.	<u>Program Files</u>  <u>Program Audit Closure Files</u>  <u>Description</u>  The Supplemental Appropriation Act (PL 96-304) of 1980 and the Office of Management and Budget (OMB) Circular No. A-50 require executive agencies to resolve audit findings within 6 months of the issuance of a final report. The Program Support Branch, until 1982, was responsible for performing all program audit closure activities. In 1982, Program Audit Closure responsibilities were transferred to the OCSE Regional Offices. Files contain documentation for actions taken to resolve program audits, including actions taken in preliminary and draft stages; follow-up contacts with the auditee; decisions on each recommendation and basis for the decisions. Included are: exit conference correspondence and reports; State and Regional comments; follow-up correspondence and reports; audit clearance documents reflecting all action taken and provides the status of all recommendations; and other related materials.  <u>Disposition</u>  Transfer to FRC 6 years after audit closure. Destroy when 16 years old.	NCI-292-84-03 dated 9/17/84	
2.	<u>Program Review Files</u>  <u>Description</u>  Files consisting of records accumulated by the Program Support Branch staff in reviewing State and local Child Support Enforcement agency program operations. Included are reports of visits, State IV-D agency submitted data, statistical reports, workpapers, final reports, related incoming and outgoing correspondence and other relevant material.	" "	

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3.	<p><u>Disposition</u></p> <p>A. <u>Final Reports</u></p> <p>1. <u>Official Record Copy</u> Permanent. Transfer to FRC when 6 years old. Offer to the National Archives when 20 years old in 5 year blocks.</p> <p>2. <u>Other Copies</u> Destroy when no longer needed for reference purposes.</p> <p>B. <u>State IV-D Agency Submitted Data</u></p> <p>Transfer to the National Reference Center when no longer needed for PSB reference purposes. As a result, Reference Center will include these records in their STATE FILES&gt; (For further disposition instructions, see Reference Center's STATE FILES records description).</p> <p>C. <u>Other Records</u></p> <p>Transfer to FRC when 6 years old. Destroy when 16 years old.</p> <p><u>Task Force Files</u></p> <p><u>Description</u></p> <p>Documents created and accumulated by POD task force members in developing, implementing, evaluating and/or improving OCSE program structures. Files may contain copies of final reports, correspondence, clearance comments, State IV-D agency submitted data, questionnaires, drafts, contract information (if performed by a contractor) and other related material.</p> <p><u>Disposition</u></p> <p>A. <u>Final Reports</u></p> <p>1. <u>Official Record Copy</u> Permanent. Transfer to FRC when 5 years old. Offer to NARA when 20 years old, in 5 year blocks.</p>	NCI-292-84-03 dated 9/17/84	

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4	<p>2. <u>Other Copies</u> Destroy when no longer needed for reference purposes.</p> <p>B. <u>State IV-D Agency Submitted Data</u> Transfer to the National Reference Center when no longer needed as part of Task Force Files. As a result, Reference Center will include these records in their STATE FILES. (For further disposition instructions, see Reference Center's STATE FILES records description).</p> <p>C. <u>Contract Information (if services were performed by a contractor)</u> Follow disposition instructions for Project Officer Contract Files, see 9 below.</p> <p>D. <u>Other Records</u> Destroy when 6 years old or when no longer needed for reference purposes, whichever is later.</p> <p><u>Project Officer Contract Files</u></p> <p><u>Description</u> Working copies of contracts and associated background documentation for the procurement of nonpersonal services related to the Child Support Program. Documents in the files include requests for proposal, technical evaluations, cost reports, contractor reports, progress reports, evaluations, studies of various CSE programs and other relevant material.</p> <p><u>Disposition</u></p> <p>A. <u>Final Reports and /or Studies</u></p> <p>1. <u>Official Record Copies</u> Permanent. Transfer to FRC when 5 years old. Offer to NARA when 20 years old, in 5 year blocks.</p> <p>2. <u>Other Copies</u> Destroy when no longer needed for reference purposes.</p>	NCI-292-84-03 dated 9/17/84	

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5.	<p><b>B. <u>Other Records</u></b></p> <p>Transfer to FRC 6 years after contract expiration date. DESTROY when 16 years old. NOTE: Records may be retained longer if similar or related work is performed under a succeeding contract and records are needed for reference purposes.</p> <p><b><u>Program Support Branch (PSB) Resource Files</u></b></p> <p><b><u>Description</u></b></p> <p>Resource files containing documents created and/or accumulated by PSB staff in performing assigned responsibilities not covered in previous record descriptions (6 thru 9 above). Included are:</p> <ul style="list-style-type: none"> <li>-case review and interview guidelines that can be used as models for future OCSE studies;</li> <li>-OCSE Regional Office material received as a courtesy copy;</li> <li>-State and local IV-D submitted data;</li> <li>-PSB generated material - including final drafts and workpapers; and</li> <li>-material received from other OCSE components as a courtesy copy.</li> </ul> <p><b><u>Disposition</u></b></p> <p><b>A. <u>Case Review and Interview Guidelines, State and Local IV-D Submitted Data</u></b></p> <p>Transfer to the National Reference Center when no longer needed as part of PSB files. As a result, Reference Center will include these records in their STATE or SUBJECT FILES. (For further disposition instructions, see Reference Center's STATE and SUBJECT FILES record descriptions.)</p> <p><b>B. <u>PSB Generated Material</u></b></p> <p>Destroy when 6 years old or when no longer needed for reference purposes, whichever is later.</p>	NCI-292-84-03 dated 9/17/84	

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6.	<p>C. <u>Other Records</u></p> <p>Destroy when no longer needed for reference purposes.</p> <p><u>Information Memoranda</u></p> <p><u>Description</u></p> <p>Official record copies of formal issuances transmitting administrative and program instructional information to States. These informational transmittals may cover any administrative or program topic and do not require state action. The official record set is maintained by the Reference Center, Program Operations Division.</p> <p><u>Disposition</u></p> <p>A. <u>Official Record Copies</u></p> <p>Permanent. Transfer to FRC when 5 years old. Offer to NARA when 20 years old, in 5 year blocks.</p> <p>B. <u>Other Copies</u></p> <p>Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is earlier.</p>	<p>NCI-292-84-03 dated 9/17/84</p>	
7.	<p><u>Action Transmittals</u></p> <p><u>Description</u></p> <p>Formal issuances containing OCSE instructions to the States. These transmittals require State actions on program matters. Records are maintained in numbered series by year. They may address any program topic, and include the subject, regulation references, program applicability with attachments, related issuances, effective date, and action required. The official record set is maintained by the Reference Center, Program Operations Division.</p>	<p>"</p>	

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	<p><u>Disposition</u></p> <ol style="list-style-type: none"> <li>1. <u>Official Record Copies</u> Permanent. Transfer to FRC when 5 years. Offer to NARA when 20 years old, in 5 year blocks.</li> <li>2. <u>Other Copies</u> Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is earlier.</li> </ol>		

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1.

LOCATION AND COLLECTION SERVICES BRANCH

PROGRAM RECORDS

Tax Offset System--Machine Readable Records

Tax Offset Master Files

Description

Records maintained on individuals who owe past due child support to State IV-D agencies and qualify for submittal to IRS for an intercept of their tax refund. State IV-D agencies submit requests to OCSE, prior to their referral to IRS, which are consolidated and used to produce collection reports for the individual States. Data elements include: absent parent identifiers, State and local codes, case identification numbers, arrearage amounts, and other relevant data. Coverage began in 1982.

Disposition

Transfer to FRC when 7 years old. DESTROY when 10 years old.

2.

Tax Offset Invoice Master Files

Description

Records are maintained on fees charged to States by IRS for each IRS Offset case made during the collection year. These fees are billed to each State by OCSE. Invoice data elements include: State codes, invoice numbers, invoice amounts and other related data. Coverage began in 1982 and ended in 1987 at which time IRS began to deduct the fee amount directly from the collection amount before distribution.

Disposition

Transfer to FRC when 3 years old. DESTROY when 6 years and 3 mos. old.

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3.	<p><u>Spousal Claim Master Files</u></p> <p><u>Description</u></p> <p>Records are maintained on Federal taxpayers who had a Joint Federal Income Tax Refund that was offset for past due child support and their non-obligated spouse requested a refund from IRS. Data elements include: absent parent identifiers, unobligated spouse identifiers, collection amounts, arrearage amounts and other related data. Coverage began in 1983.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 7 years old. DESTROY when 10 years old.</p>	<p>NCI-292-84-02 dated 9/17/84</p>	
4.	<p><u>Federal Parent Locator System</u></p> <p><u>Federal Locator Service System</u></p> <p><u>Description</u></p> <p>Records are maintained on parents being sought for the purpose of establishing or enforcing support obligation against such a parent. The Federal Parent Locator Service will use the records maintained in the system to: (a) request the most recent home address and/or place of employment from any department, agency, or instrumentality of the Federal Government or State which might have such records in its files and (b) provide the most recent home address, most recent place of employment and Social Security Number to the appropriate IV-D agency for its use in locating absent parents to establish or enforce a child support obligation. Records of address information provided in response to requests from IV-D agencies are maintained long enough to communicate them to the State. After the time, they are destroyed. A record of the request is stored on hard copy format only and includes information provided by the State and Federal agencies contacted, and an indication of the type of information returned to IV-D agencies.</p>	<p>"</p>	

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5.	<p><u>Disposition</u></p> <p>Destroy when 5 years old.</p> <p><u>Parental Kidnapping Invoice Master Files</u></p> <p><u>Description</u></p> <p>Records are maintained on fees charged to the States for Parental Kidnapping cases processed by the Federal Parent Locator Service (FPLS) System. Data elements include: State codes, invoice numbers, invoice amounts, invoice dates and other related data.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 3 years old. DESTROY when 6 years and 3 months old.</p>	<p>NCI-292-84-02 dated 9/17/84</p>	
6.	<p><u>IRS TAX SYSTEM--TEXTUAL RECORDS</u></p> <p><u>Test Tape Rejection Reports</u></p> <p><u>Description</u></p> <p>State agencies are accorded an opportunity to test the accuracy of the case records and to correct errors prior to the certified submission to IRS. Reports are produced in two parts as a result of these test processings. Part I will contain systems errors, e.g., invalid SSN, name, State Code and arrearage. Part II will show records not matched on SSN and/or name on the IRS taxpayer master file. The report provides a listing of individual case errors. OCSE submits these reports to respective State IV-D agencies in hard copy format.</p> <p><u>Disposition</u></p> <p>Destroy after 2 years or when no longer needed for reference purposes, whichever is sooner.</p>	<p>NCI-292-84-06 dated 9/17/84</p>	

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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)
7.	<p><u>Transmittal Certification Files</u></p> <p><u>Description</u></p> <p>All requests for Federal Tax Refund Offsets must be accompanied by a certification from the State IV-D Director attesting that: (1) the case submissions meet requirements to be eligible for the IRS Tax Refund Program and (2) requests are in the prescribed format and contain all the information required by the Internal Revenue Service and OCSE, and (3) the information is true and correct.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 10 years old.</p>	<p>NCI-292-84-06 dated 9/17/84</p>	
8.	<p><u>Edit/Validation Report Files</u></p> <p><u>Description</u></p> <p>State submissions will be processed through Edit/Validation Program prior to entry on the Master Case File. The Edit/Validation Reports present statistics indicating types and percentage of errors for each State certified tape. OCSE uses these reports to analyze the statistics and make final decisions as to what corrective actions, if any, will be taken prior to their IRS submission. OCSE provides State IV-D agencies with a copy of their report.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 3 years old. DESTROY when 7 years old.</p>	<p>"</p>	
9.	<p><u>Pre-Offset Notice Files</u></p> <p><u>Description</u></p> <p>OCSE or the State IV-D Agency must send a written advance notice to individuals before referring their name to IRS. Files contain:</p>	<p>"</p>	

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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)
10.	<p>A. <u>State Pre-Offset Notice Samples</u></p> <p>States electing to use their resources must send a sample copy of the notice to OCSE for reference purposes.</p> <p>B. <u>OCSE Pre-Offset Notices</u></p> <p>Record copies of pre-offset notices sent to absent parents are maintained for each tax year cycle.</p> <p><u>Disposition</u></p> <p>A. <u>State Pre-Offset Notice Samples</u></p> <p>Destroy after five years or when no longer needed for reference purposes, whichever is later.</p> <p>B. <u>OCSE Pre-Offset Notices</u></p> <p>Destroy when no longer needed for reference purposes.</p> <p><u>Certification Report Files</u></p> <p><u>Description</u></p> <p>Files contain reports produced as a result of the IRS Certification run. These reports provide detailed listings of all cases certified to IRS for each respective State.</p> <p><u>Disposition</u></p> <p>A. <u>Printouts</u> (For Tax Year 1982 only)</p> <p>Destroy when 5 years old.</p> <p>B. <u>Microfiche</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 10 years old.</p>	<p>NCI-292-84-06 dated 9/17/84</p>	

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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)
11	<p><u>Modification/Delete Report Files</u></p> <p><u>Description</u></p> <p>Reports which provide individual error messages of unsuccessful update attempts and an audit trail of successful modifications and/or deletions. OCSE submits this report to State IV-D agencies in hard copy or tape formats.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old.</p>	<p>NCI-292-84-06 dated 9/17/84</p>	
12	<p><u>Unaccountable Report (No Match) Files</u></p> <p><u>Description</u></p> <p>The purpose of this report is to provide IV-D agencies with a list of cases not matching the IRS master files. IRS provides this report to OCSE and State IV-D agencies in hard copy or tape formats.</p> <p><u>Disposition</u></p> <p>Destroy when 2 years old.</p>	<p>"</p>	
13	<p><u>IRS Collection Report Files</u></p> <p><u>Description</u></p> <p>Reports which provide OCSE with a listing of all offset cases with dollar amounts collected.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. Destroy when 10 years old.</p>	<p>"</p>	
14	<p><u>IRS Adjustment Report Files</u></p> <p><u>Description</u></p> <p>Reports which provide OCSE with listings of all adjustments made by IRS Service Centers.</p>	<p>"</p>	

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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><u>Description</u></p> <p>Reports which provide OCSE with listings of all adjustments made by IRS Service Centers.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 10 years old.</p>		
15.	<p><u>OCSE Monthly Collections Report</u></p> <p><u>Description</u></p> <p>Reports which provide collection and adjustment data. These reports will be sent to IV-D agencies on a monthly basis and used to reconcile and distribute monies received from SSA.</p> <p><u>Disposition</u></p> <p>Destroy when 2 years old or when no longer needed for reference purposes, whichever is later.</p>	NCI-292-84-06 dated	9/17/84
16.	<p><u>Spousal Claim Files</u></p> <p><u>Description</u></p> <p>When an offset for delinquent support is made against a joint tax refund, the non-obligated spouse may file a request with IRS for an allocation of a joint return to be refunded. Records accumulated as a result of assisting IRS to process these claims include: IRS Verification Reports, correspondence, worksheets and other related documents.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 4 years old. DESTROY when 8 years old.</p>	"	
17.	<p><u>Tax Offset Invoice Master Files</u></p> <p><u>Description</u></p> <p>Records created and accumulated in processing fees charged to States by IRS for each offset case made during the collection year. Files</p>	"	

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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)
18.	<p>contain official record copies of State invoices, copies of SSA generated Schedules of Collections (Form IRS-224 or its equivalent) and other related material.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old.</p>	NCI-292-84-06 dated 9/17/84	
19.	<p><u>State Invoice Summary Files</u></p> <p><u>Description</u></p> <p>Records maintained on fees charged to States by IRS for each offset case made during the collection year. These fees are billed to each State by OCSE. Files include printouts containing information such as: state codes, invoice numbers, invoice amounts and other related data.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 15 years old.</p>	"	
20.	<p><u>Tax Offset Correspondence Files</u></p> <p><u>Description</u></p> <p>Files contain correspondence pertaining to IRS Tax Offset problem cases.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 20 years old.</p> <p><u>Special Study and Project Files</u></p> <p><u>Description</u></p> <p>Files created from one-time studies or projects conducted by the Special Collections Unit. Included in the files are related correspondence, final reports, workpapers and other relevant material.</p>	"	

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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><u>Disposition</u></p> <p>A. <u>Final Reports and Studies</u></p> <p>1. <u>Official Record Copies</u></p> <p>Permanent. Transfer to FRC when 6 years old. Offer to the National Archives when 20 years old, in 5 year blocks.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when no longer needed for reference purposes.</p> <p>B. <u>Other Records</u></p> <p>Destroy when 6 years old or when no longer needed for reference purposes.</p>		
21.	<p><u>IRS Monthly Activity Report Files</u></p> <p><u>Description</u></p> <p>Monthly activity reports are received from each OCSE Regional Office participating in the Full Service Offset Program. Files include correspondence providing the number of IRS collection applications processed and related reports providing relevant data for each IRS collection application processed.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 5 years old. DESTROY when 15 years old.</p>	NCI-292-84-06 dated 9/17/84	
22.	<p><u>Full Service Collection Report Files</u></p> <p><u>Description</u></p> <p>Collection reports received from PHS, Division of Finance on a monthly basis. They contain accounting activity for each state participating in the OCSE Full Service Offset Program. Files</p>	"	

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7 ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>include PHS collection reports, copies of Internal Revenue Service Activity reports, related correspondence and other relevant material. Official record copies are maintained by PHS, Division of Finance.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old.</p>		