

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO *NI-292-90-4*

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

DATE RECEIVED *5/17/90*

1 FROM (Agency or establishment)
Department Of Health and Human Services

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Family Support Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Office of Refugee Resettlement

4 NAME OF PERSON WITH WHOM TO CONFER
Lucy Perez
Steve Smith (FSA Records Mgmt Officer)

5 TELEPHONE EXT
252- 4550
252-5637

DATE ARCHIVIST OF THE UNITED STATES

9/27/91
Claudia J. Walker

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 11 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 <i>5/11/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Skip Barnes</i> <i>A. Barnes</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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 of Refugee Resettlement (ORR) plans, develops, and directs implementation of a comprehensive program for domestic refugee and entrant resettlement assistance.</p> <p>This schedule supersedes that part of Social Security Administration schedule NCl-47-84-4 relating to Office of Resettlement records maintain by Family Support Administration.</p> <p style="text-align: center;">Office of Refugee Resettlement</p>		

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4	<p>Office of Refugee Resettlement</p> <p style="text-align: center;"><u>DESCRIPTION OF RECORDS</u></p> <p><u>1. GENERAL PROGRAM ADMINISTRATION RECORDS</u></p> <p style="padding-left: 40px;"><u>a. Administrative Files</u></p> <p>Files created or maintained by ORR headquarters in the performance of their assigned functions.</p> <ol style="list-style-type: none"> 1. Official file copies of outgoing correspondence relating to office functions. 2. Comments on draft reports, studies and proposals prepared by other offices. 3. Comments on proposed legislation. 4. Employee suggestion evaluations. 5. 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. Excluded are reports specifically identified elsewhere in this schedule or Schedule 1. <p><u>Disposition:</u></p> <p>Destroy 2 years after close of the calendar year in which dated. <u>Note:</u> Documents in the files that require additional action or that relate to ongoing projects may be retained for 2 years after the action or project is completed.</p>		
2	<p style="padding-left: 40px;"><u>b. Correspondence Control Logs</u></p> <p>Correspondence control logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p><u>Disposition:</u></p> <p>Close out at the end of the calendar year and destroy 1 year thereafter.</p>	<p>NC1-47-84-4 Item 1.A. 1-5</p> <p>NC1-47-84-4 Item 2B</p>	

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3.	<p><u>3. Working Files</u></p> <p>Nonessential working papers retained for reference purposes by staff members. Included are extra copies of official file material, supporting or background material used in developing official files but not needed as part of the official file, studies or similar material not acted upon, papers used as local administrative aids and other papers which do not serve as the 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>	NC1-47-84-4	Item 3.C.
4	<p><u>4. Policy Precedent Files</u></p> <p><u>4. Policy Precedent Files</u></p> <p>Policy memorandums, interpretations (answers to policy questions), clarifications and similar records accumulated by ORR headquarters components responsible for program policy development. The records serve as precedent for future program actions. These records may be maintained by ORR offices or within ORR's central files.</p> <p><u>Disposition:</u></p> <p>Permanent. Cut off files at the close of each calendar year. Transfer records when 5 years old to the Federal Records Center (FRC). Off ^{Transfer} to the National Archives in 10 year blocks when 15 years old.</p>	NC1-47-84-4	Item 4.D. 1.
5	<p><u>5. Legislative Records</u></p> <p><u>5. Program Analysis Files</u></p> <p>Files accumulated in the ongoing review and analysis of the effectiveness of present refugee resettlement programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, studies, plans proposals and comments.</p> <p><u>Disposition:</u></p> <p>Review files annually and destroy material which does not have continuing relevance.</p>	NC1-47-84-4	Item 5.E. 1.

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6.	<p>⑥. <u>Legislative Language and Specification Files</u></p> <p>Retained copies of proposals for changes in refugee resettlement laws and related material. The documents contain proposed legislative language, supporting statements, alternative proposals and other information. Included in the files are related clearance comments.</p> <p><u>Disposition:</u></p> <p>Review files annually and destroy material which does not have continuing relevance.</p>	NCl-47-84-4	Item 6.2.
7.	<p>⑦. <u>Background Books</u></p> <p>Binders containing material prepared for use by FSA officials in testifying before congressional committees on a given piece of legislation or issue. The material provides background information on the legislation or issue and an analysis of the implications for refugee resettlement.</p> <p><u>Disposition:</u></p> <p>Permanent. Cut off file every 5 years, old ^{TRANSFER} offer to the National Archives in 10 year blocks when 20 years old. ^{oldest records are}</p>	NCl-47-84-4	Item 7.E. 3.
8.	<p>⑧. <u>Bill Files</u></p> <p>Copies of bills introduced in Congress pertaining to refugee resettlement, SLIAG, or related programs and associated background material. Included are copies of any introductory remarks by members of Congress, bill reports, analyses and cost estimates, committee reports and similar documents.</p> <p><u>Disposition:</u></p> <p>Record Copy. Destroy when 20 years old. Other documents - close out file when new Congress is seated and destroy 2 years thereafter.</p>	NCl-47-84-4	Item 8.4.
9.	<p>⑨. <u>Official Correspondence Files</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.).</p> <p><u>Disposition:</u></p> <p>Permanent. Transfer to FRC 3 years after the close of the calendar year in which dated. ^{TRANSFER} offer to the National Archives in 10 year blocks when 20 years old. ^{oldest records are}</p>	NCl-47-84-4	Item 9.H.

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10.	<p align="center"><u>Legislative and Regulation Reference Files</u></p> <p>Files documenting the costing of legislative proposals or regulations to determine if a particular law or regulation will result in significant savings or costs to ORR. Included are proposed laws or regulations, cost estimate worksheets, memorandums, questionnaires for additional information and related records.</p> <p><u>Disposition:</u></p> <p>Destroy when 5 years old.</p> <p><u>POLICY AND ANALYSIS FILES</u></p> <p><u>Reports</u></p> <p><u>Report to Congress - Refugee Resettlement Program/SLIAG</u></p> <p>A report submitted directly to Congress on the refugee resettlement program. The report is submitted after the end of each FY. Each report contains:</p> <ul style="list-style-type: none"> a. an updated profile of the employment and labor force statistics for refugees who have entered under the Refugee Resettlement Act since May 1975, as well as a description of the extent to which refugees received the forms of assistance or services; b. a description of the geographic location of the refugees; c. a summary of the results of the monitoring and evaluation during the period for which the report is submitted; d. a description of the activities, expenditures and policies of ORR, the activities of States, voluntary agencies and sponsors and the Director's plans for improvement of refugee resettlement; e. evaluations of the extent to which the services provided are assisting refugees in achieving economic self-sufficiency, achieving ability in English and achieving employment commensurate with their skills and abilities; f. any fraud, abuse or mismanagement that has been reported in providing services or assistance; g. a description of any assistance provided by the Director; 	<p>NC1-47-84-4 Item 17.K.</p>	

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12.	<p>h. a summary of the location and status of unaccompanied refugee minor's admitted to the United States; and</p> <p>i. a summary of the information compiled and evaluated.</p> <p><u>Disposition:</u></p> <p>Record Copy. Permanent. Offer ^{TRANSFER} to the National Archives in 10 year blocks when 10 years old. Other copies. Destroy when no longer needed in current operations. ^{newest records are}</p> <p>• <u>Special Reports to Congress</u></p> <p>These are other reports required or requested by Congress from time to time on refugee resettlement program matters.</p> <p><u>Disposition:</u></p> <p>Record Copy. Permanent. Offer ^{TRANSFER} to the National Archives in 10 year blocks when 10 years old. Other copies. Destroy when no longer needed for administrative purposes. ^{newest records are}</p>	<p>NC1-47-84-4 Item 18 III. A.1. (a-i)</p>	
13.	<p>• <u>Regulations</u></p> <p>Program regulations that have been published in the Code of Federal Regulations (CFR). They are filed by subject and regulation number. The files contain pending and completed draft proposals, concurrences from ORR components and the Office of the General Counsel, policy memorandums, public comments and <u>Federal Register</u> publications.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC 10 years after publication in the CFR. Destroy when 15 years old.</p>	<p>NC1-47-84-4 Item 19. 2.</p>	
14.	<p>• <u>ORR Operating Systems Files</u></p> <p>These files are used for collecting and compiling statistics and reports on the refugee resettlement program. They include data base files on individual refugees and entrants entering the United States. This information is used to prepare and publish various statistical reports.</p>	<p>NC1-47-84-4 Item 20 B.</p>	
15	<p>• <u>Machinge Readable Records</u></p> <p>• <u>Master Files - Refugee Data System</u></p> <p>An automated data base which combines data collected on refugees before they enter the United States with data supplied by</p>		

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16.	<p>the refugees after their entry into the United States. Refugees entering the United States bring records from their overseas screening, which are collected at the port of entry and become the basis for ORR's recordkeeping system. ORR creates an automated record on each entering refugee and later verifies it against records from the State Department's Refugee Data Center.</p> <p><u>Disposition:</u></p> <p>Master File. Permanent. Offer duplicate of master file to the National Archives every 5 years. Processing Tapes. Return to service 90 days after update of master file.</p> <p style="text-align: center;">④. <u>Permanent Resident Alien Subsystem</u></p> <p>This subsystem of the Refugee Data System contains information supplied by the Department of Justice in conjunction with refugee applications for resident alien status. ORR compiles and summarizes this information.</p> <p><u>Disposition:</u></p> <p>Master File. Destroy when agency use ceases. Processing Tapes. Return to service 90 days after update of master file.</p>	<p>NC1-47-84-4 Item 21 l.a.</p>	
17.	<p style="text-align: center;">④. <u>Processing Files</u></p> <p style="text-align: center;">⊙ <u>Input/Source File</u></p> <p>Consists of data keyed from input source documents for updating the master file(s) to generate the error and acceptance reports.</p> <p><u>Disposition:</u></p> <p>Return to service 30 days after verification of acceptance of data onto the master file(s) or after verification of acceptance of data on subsequent related file.</p>	<p>NC1-47-84-4 Item 22 b.</p>	
18.	<p style="text-align: center;">⊙ <u>Reject File</u></p> <p>Contains data that cannot be entered into the Refugee Data System. This information is retained until additional or correct data can be obtained, allowing acceptance onto the master file(s).</p> <p><u>Disposition:</u></p> <p>Retain for 30 days after verification of acceptance.</p>	<p>NC1-47-84-4 Item 23 c. (1)</p> <p>NC1-47-84-4 Item 24 (2)</p>	

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19	<p><u>v. Input Source Documents</u></p> <p><u>1a. American Council of Voluntary Agencies (ACVA Form 1</u></p> <p>ACVA Form 1 (or its equivalent) is completed at the foreign refugee processing centers. One copy is reviewed by the Center for Disease Control, HHS, while another copy is used by ORR headquarters to open a record in the Refugee Data System. This form contains the name, alien number, date of birth, sex, place of birth, prot of entry, family relationship and nationality of individuals and identifies sponsoring agency(ies) and family units traveling together. These forms are also used in statistical studies because all data are not keyed.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC when 1 year old. Destroy when 25 years old.</p>		
20.	<p><u>v. ICM "Nominal Rolls" Form</u></p> <p>This form reports the number of migrants arriving in the United States, individual sponsoring agency(ies), alien number, name, family position, sex, date of birth, nationality and flight information. This information is merged with the existing data base of the Refugee Data System.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC when 1 year old. Destroy when 15 years old.</p>	<p>NC1-47-84-4 Item 25 2(a)</p>	
21.	<p><u>v. Permanent Resident Alien Data Collection Forms</u></p> <p>This file consists of Immigration and Naturalization Service Form I-643, Health and Human Services Statistical Data. The forms are completed when the refugee applies for permanent resident alien status.</p> <p><u>Disposition:</u></p> <p>Destroy after data have been entered into the system and verified as correct.</p>	<p>NC1-47-84-4 Item 26 b.</p>	
22	<p><u>v. Processing Documents</u></p> <p><u>a. Transaction (Utility) Reports</u></p> <p>These transaction (utility) reports are generated during various merging operations. They report error conditions which are created when data are not accepted and are used to verify data entry. When an error condition is found, correc-</p>	<p>NC1-47-84-4 Item 27 c.</p>	

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23.	<p>tive action is completed and the data is reentered and verified.</p> <p><u>Disposition:</u></p> <p>Destroy 6 months after data have been reentered.</p> <p style="text-align: center;">✎. <u>Correction Form</u></p> <p>These are forms completed to correct errors or discrepancies identified by the transaction reports in the Refugee Data System.</p> <p><u>Disposition:</u></p> <p>Destroy 1 month after data entry.</p>	<p>NC1-47-84-4 Item 28 3.a.</p>	
24.	<p style="text-align: center;">✎ <u>Acceptance Report</u></p> <p>This report indicates acceptance of error corrections. The acceptance report is audited against the transaction report.</p> <p><u>Disposition:</u></p> <p>Destroy 6 month after data have been reentered.</p>	<p>NC1-47-84-4 Item 29 b.</p>	
25.	<p style="text-align: center;">IV. OPERATIONAL FILES</p> <p style="text-align: center;">A. Financial Files</p> <p style="text-align: center;">✎. <u>Project Officer's Contract Files</u></p> <p>Working copies of contracts and associated background documentation for the procurement of goods and nonpersonal services related to the refugee resettlement program. Also included are copies of evaluations and studies, audit requests, reports and closeouts of various ORR programs. Documents in the files include requests for proposal, technical evaluations, cost reports, contractor reports and related records. Record copies of contract files are maintained by OMBP.</p> <p><u>Disposition:</u></p> <p>Destroy 2 years after expiration of the contract.</p>	<p>NC1-47-84-4 Item 30 c.</p>	
26.	<p style="text-align: center;">✎ <u>Annual Plan of Proposed Contract Evaluation Files</u></p> <p>The file consists of draft plans and the final plan submitted to the Assistant Secretary for Planning and Evaluation, as well as the approval letter from the Assistant Secretary.</p>	<p>NC1-47-84-4 Item 31 A.1.</p>	

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27.	<p><u>Disposition:</u></p> <p>Destroy when 3 years old.</p> <p>State Plans and Performance Reports</p> <p>State Plans</p> <p>These are files of the plans submitted by the States for participation in the refugee resettlement program. The State plan provides assurances for compliance with the regulations of the program. Additionally, the plan reflects how the State will meet the needs of refugees within its jurisdiction by providing services and assistance and may include, but is not limited to, case assistance, medical assistance, social services, education and health screening. The States are reimbursed by ORR for costs incurred in administering the refugee resettlement program.</p> <p><u>Disposition:</u></p> <p>10 years after termination or supersession.</p>	<p>NC1-47-84-4 Item 32 2</p>	
28.	<p>2. <u>State Administered Grant Files</u></p> <p>Files documenting State administered grants to provide social services, cash and medical assistance to refugees. The records include budget information, award notices, progress reports, letters of credit, correspondence, cost allocation plans, State estimates, quarterly performance expenditure reports, final expenditure report and other related documents.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC 18 months after close out of grant. Destroy 6 years 3 months after close of fiscal year in which grant expires.</p>	<p>NC1-47-84-4 Item 33 B.1.</p>	<p>WITHDRAWN</p>
29.	<p>3. <u>State Performance Reports</u></p> <p>These reports are prepared by ROs and States. Quarterly, annual and other periodic reports from ROs, States and possessions pertaining to financial assistance, including estimated and actual expenditures for program information on case load.</p> <p><u>Disposition:</u></p> <p>Quarterly and Periodic Reports. Destroy when 3 years old. Annual Reports. Destroy when 5 years old.</p>	<p>NC1-47-84-4 Item 34 2.</p> <p>NC1-47-84-4 Item 35 3</p>	

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30.	<p>C. Categorical Grant Files</p> <p><u>1. Annual National Discretionary Funds Plan Files</u></p> <p>These files are the working documents for categorical project grant activities and grants for social services that are not State administered. The plan becomes the supporting documentation for developing, announcing, competing and managing the Annual National Discretionary Grant Program. Also included is related background material, such as decision memorandums approving the plan and a copy of the approved plan.</p> <p><u>Disposition:</u></p> <p>Destroy 18 months after close out of the grant.</p>	<p>NC1-47-84-4 Item 36 C.1.</p>	
31.	<p><u>1. Categorical Grant Files</u></p> <p>Grants made in support of an individual project in accordance with legislation which permits a grantee agency to administer such grants. The file includes the ORR program announcement, State proposals and official file copies of application evaluation documentation and correspondence.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC 18 months after close out of grant. Destroy 6 years 3 months after close of fiscal year in which grant expires.</p>	<p>NC1-47-84-4 Item 37 2.</p>	WITHDRAWN
32.	<p><u>1. On-Site Reports and State Reports</u></p> <p>Reports of inspection surveys made by various ORR components of grantees and potential grantees (includes State volunteer agencies and nonprofit corporations and other corporate bodies) to ascertain financial management and performance capabilities. Included are monitoring visit survey reports by State grantees of performance of ORR's subgrantees.</p> <p><u>Disposition:</u></p> <p>Record Copy. Maintain as part of the grant file. Dispose of in accordance with the instructions for the grant file. Other copies. Destroy when no longer needed for reference.</p>	<p>NC1-47-84-4 Item 38 3.</p>	WITHDRAWN
33.	<p><u>B. Program Monitoring Guidelines</u></p> <p>This operating manual containing instructions and/or procedures is prepared by ORR's Central Office for the ROs in monitoring the State administered programs. Additionally, the guidelines are used to assist the State in self-monitoring.</p>		

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34.	<p><u>Disposition:</u></p> <p style="text-align: center;"><i>TRANSFER</i></p> <p>Record Copies. Permanent. Offer to the National Archives in 10 year blocks when 10 years old. Other copies. Destroy upon obsolescence or supersession.</p> <p style="text-align: center;"><i>NEWEST RECORDS ARE</i></p> <p><i>W.</i> <u>Case Files</u></p> <p>These case files on individual unaccompanied minors contain correspondence with ORR ROs, the Department of State, public and private volunteer agencies, relatives of the refugees and others. The files contain periodic progress reports from the sponsoring agency. Additionally, the files may contain such information as name and address of refugee, mother's given name, date of birth, alien or social security number and sponsor.</p> <p><u>Disposition:</u></p> <p>Destroy 5 years after receipt of final progress report.</p>	<p>NC1-47-84-4 Item 39 D.</p>	
35.	<p><u>Disposition:</u></p> <p>Destroy 5 years after receipt of final progress report.</p> <p><i>Z.</i> <u>Cuban-Haitian Task Force Subject Files</u></p> <p>Alphanumeric subject files relating to the administrative and program aspects of the Cuban-Haitian program. The files consist of correspondence, memorandums, reports, reference materials and legislation. They deal with privacy issues, provider agency participation and documentation of funding, housing, education and other related issues pertaining to providing financial assistance to the entrants. This material, however, is not part of the contract file.</p> <p><u>Disposition:</u></p> <p>Transfer to FRC. Destroy May 1994.</p>	<p>NC1-47-84-4 Item 40 E.</p> <p>NC1-47-84-4 Item 41 1.</p>	

WITHDRAWN