

ED Records Schedule

SCHEDULE LOCATOR NO.: 222

APPROVED DATE: 04/22/2010

TITLE: Child Care Subsidy Program Files

PRINCIPAL OFFICE: Office of Management (OM)

NARA DISPOSITION AUTHORITY: N1-441-09-05

DESCRIPTION:

This record series contains information on employees, spouses, and their children that is used for determining eligibility for government-subsidized childcare. Eligibility and benefits are determined by verifying: the identity of the individual, eligibility of the childcare center, and their compliance with regulations. Files that relate to investigating possible fraud might also be included. Application files include but are not limited to financial statements, copies of income tax returns, acceptance letters, denial letters, verification forms, and other related documents.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Approved Applications

TEMPORARY

Cut off annually at the end of the year in which applicant is no longer in the program and the subsidy has ended. Destroy/delete 5 years after cutoff.

b. Unapproved or Withdrawn Applications

TEMPORARY

Cut off files annually at the end of the year in which the file is not approved or withdrawn. Destroy/delete 2 years after cutoff.

c. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

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IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

- a. Approved Applications supercedes:
N1-441-01-02, 1a
- b. Unapproved or Withdrawn Applications supercedes:
N1-441-01-02, 1b

SPECIFIC LEGAL REQUIREMENTS:

P.L. 107-67, Section 630
40 USC 490b-1
5 C.F.R. Part, 792

SPECIFIC RESTRICTIONS:

Privacy Notice 18-05-13 Child Care Subsidy Program System

LINE OF BUSINESS: Administration/Departmental