

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

General Information

Agency or Establishment	Department of Health and Human Services
Record/Scheduling Group	0468 - General Records of the Department of Health and Human Services
Records Schedule Applies To	Agency-wide
Schedule Subject	Official Correspondence Files of the Secretary of the Department of Health and Human Services
Additional Schedule Information	This records schedule will update previously approved records schedules: DAA-0468-2011-0006 (Official Correspondence Files of the Secretary) and DAA-0468-2011-0004-0001 (Briefing Books of the Secretary)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Outline of Records Schedule Items for DAA-0468-2023-0002

Item #	Title	Disposition
0001	Official Correspondence Files of the Secretary : Official Correspondence Files of the Secretary	Permanent
0002	Official Correspondence Files of the Secretary : Substantive Working Files	Temporary
0003	Briefing Books of the Secretary : Briefing Books of the Secretary	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Records Schedule Items

Group Title	Official Correspondence Files of the Secretary
Group Description	Official record of correspondence (incoming and outgoing), reports to Congress, memoranda, interagency documents, and regulations for the Secretary's or Deputy Secretary's signature.
DAA-0468-2023-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Official Correspondence Files of the Secretary
Item Description	<p>The official record of correspondence (incoming and outgoing), reports to Congress, memoranda, interagency documents, and regulations for the Secretary's or Deputy Secretary's signature that (1) issue policy, prescribe procedures, or affect organizational structures, (2) provide executive direction or document major functions, (3) pertain to relations with the White House, Executive Office for the President, Congress, or the public, (4) prescribe policy, and (5) document the policies, programs, plans, and organizational structures established to fulfill the mission of HHS and OS Components. The official Correspondence of the Secretary is stored in the Office of the Exec Sec in the electronic correspondence management system in place.</p> <p>The Correspondence Management System in place is used to maintain electronic copies (scanned incoming paper mail, electronic mail, signed pdfs, MS word documents, etc.) collect, route, and manage the documents signed by the Secretary or Deputy Secretary. This system also contains metadata that serves as a tracking tool to the official Secretarial files in Exec Sec. Tracking data elements include but are not limited to case number, case owner, case record type, case record subtype, reply type, completion date, closed date, name of the Office/Division assigned to the correspondence, signature type, name assigned to the distribution/management of the documents (analyst name), receipt of incoming correspondence date and processing date, and subject of the correspondence.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2011-0006-0001	No
DAA-0468-2011-0006-0003	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off 4 years after the files were created.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Email:2500 MB ; Paper-based textual records:256 cubic feet
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Frequency of transfer	4
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0468-2023-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Substantive Working Files
Item Description	Drafts, notes, comments, electronic mail messages, and related working files created during the drafting of the correspondence described in item 0001 of this records schedule and incorporated into the final correspondence dossier.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2011-0006-0002	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year in which received.
Retention Period	Destroy 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Briefing Books of the Secretary	
Group Description	Official Briefing Books of the Secretary	
DAA-0468-2023-0002-0003	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Briefing Books of the Secretary	
Item Description	Electronic record of daily schedules/calendars, agendas, speeches, notes, speaking points, annotated speeches, background/ supporting information, policies, decision papers, travel information, reports, records documenting telephone calls and any other information appropriate for filing in the briefing books of the Secretary.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0468-2011-0004-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year when briefing books and daily files were created.	
Are there multiple instructions for this item?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Transfer Instruction	Other: Transfer to the National Archives in four year blocks when the newest records are 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Presentation formats:6 GB ; Paper-based textual records:62 cubic feet
Approximate first year of records covered by this authority	2019
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/21/2019 To: 01/20/2023
Frequency of transfer	4
Are any of the records covered by this item subject to a FOIA exemption?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0002

Status: APPROVED
Date Approved: 04/11/2024

Signatory Information

Action	User	Date
Accept	Bethany Reiswig	11/27/2023
Approve	Colleen Shogan	04/11/2024