

Request for Records Disposition Authority

Records Schedule Number **DAA-0292-2016-0003**
Schedule Status **Approved**

Agency or Establishment **Administration for Children and Families**
Record Group / Scheduling Group **Records of the Administration for Children and Families**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Human Services Emergency Preparedness and Response**
Schedule Subject **Records for the Office of Human Services Emergency Preparedness and Response**

Internal agency concurrences will be provided **No**

Background Information **The Office of Human Services Emergency Preparedness and Response (OHSEPR) promotes the resilience of vulnerable individuals, children, families and communities impacted by disasters and public health emergencies, and provides expertise in human services preparedness, response and recovery through policy, planning, operations and partnerships.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0003

Sequence Number	
1	OHSEPR After Action Reports and Lessons Learned Analysis Records.
1.1	Significant events. Disposition Authority Number: DAA-0292-2016-0003-0001
1.2	Non-significant events. Disposition Authority Number: DAA-0292-2016-0003-0002
2	OHSEPR Guidance Documents, Resources, and Tools Intended for Public Dissemination Disposition Authority Number: DAA-0292-2016-0003-0003
3	Emergency Response and Recovery Operations Documentation Disposition Authority Number: DAA-0292-2016-0003-0004

Records Schedule Items

Sequence Number								
1	<p>OHSEPR After Action Reports and Lessons Learned Analysis Records. Final, approved versions of After-Action Reports (AARs) and Lessons Learned analysis documents produced by OHSEPR for response, recovery, or programmatic emergency recovery events for disasters and public health emergencies.</p>							
1.1	<p>Significant events.</p> <p>Disposition Authority Number DAA-0292-2016-0003-0001</p> <p>Any natural or public health disaster, Emergency Declaration, Stafford Act, and/or activation through an Administration and Child and Families programmatic authorities.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the finalization of AAR or Lessons Learned Reports.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p> <p>First year of records accumulation 2006</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown There are no records old enough to be transferred to the National Archives until 2022</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>50 MB</td> <td>5 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	50 MB	5 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	50 MB	5 MB						

Paper	8 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Non-significant events.

Disposition Authority Number **DAA-0292-2016-0003-0002**

Anything not meeting the threshold described as belonging to Significant events.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff after finalization of AAR or Lessons Learned Reports.**

Retention Period **Destroy 10 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

2

OHSEPR Guidance Documents, Resources, and Tools Intended for Public Dissemination

Disposition Authority Number **DAA-0292-2016-0003-0003**

Guidance documents, resources, tools, infographics, or other OHSEPR-produced materials intended for public or external use. This includes documents approved or cleared for public release via website or other medium.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

3	Disposition Instruction	
	Cutoff Instruction	Cut off after removal of product, document, resource, or tool from public view (removal from public facing website or other public venue) or 3 years after supersession by an updated version of the document, resource, or tool.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Emergency Response and Recovery Operations Documentation	
	Disposition Authority Number	DAA-0292-2016-0003-0004
	OHSEPR-produced planning, situational awareness reporting, and coordination products or tools developed by the ACF Incident Management Team (IMT) for a specific emergency response or recovery mission. This includes ACF Watch Desk-produced briefing products such as Situation Reports (SitReps), Executive Briefs, and Advisories. This also includes Planning and Operations tools/products such as Incident Action Plans.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off after conclusion of mission, as defined by termination of Level 1 or Level 2 Activation of the ACF IMT for that event.
	Retention Period	Destroy 3 year(s) after cutoff.
Additional Information		
GAO Approval	Not Required	

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/23/2015	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
01/19/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
02/17/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
02/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
08/31/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
09/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist