

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2016-0007
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 Immedate Office of Acting Secretary
Minor Subdivision Chief Medical Officer
Schedule Subject Records for the Chief Medical Officer
Internal agency concurrences will be provided No

Background Information The Chief Medical Officer serves as the main advisor to the Assistant Secretary regarding health-related programming and initiatives.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0007

Sequence Number

1

Chief Medical Officer's Files

Disposition Authority Number: DAA-0292-2016-0007-0001

Records Schedule Items

Sequence Number																
1	<p>Chief Medical Officer's Files</p> <p>Disposition Authority Number DAA-0292-2016-0007-0001</p> <p>Briefing books, calendar, itineraries for the Chief Medical Officer.</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 fiscal year.</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>What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2013</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This office no longer exists. There will be no other records.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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></td> <td></td> </tr> <tr> <td>Paper</td> <td>1 Cubic feet</td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> <tr> <td>Hardcopy or Analog Special Media</td> <td></td> <td></td> </tr> </tbody> </table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	1 Cubic feet		Microform			Hardcopy or Analog Special Media		
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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
01/27/2016	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
04/14/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/18/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
04/22/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
04/26/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/26/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist