

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0468-2011-0004**  
Schedule Status                 **Modified Approved Version**

Agency or Establishment        **Department of Health and Human Services**  
Record Group / Scheduling Group **General Records of the Department of Health and Human Services**  
Records Schedule applies to     **Major Subdivision**  
Major Subdivision                **Office of the Secretary**  
Minor Subdivision                **Immediate Office of the Secretary**  
Schedule Subject                 **Official briefing books of the high-level officials in the Immediate Office of the Secretary of the Department of Health and Human Services**

Internal agency concurrences will be provided      **Yes**

Background Information         **This records schedule updates previously approved records schedule N1-468-99-1, item 1, Schedules of Daily Activities (HHS Office of the Secretary Records Management Handbook item 100-09 (1))**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0468-2011-0004

Sequence Number	
1	Official Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary
1 1	Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary Disposition Authority Number DAA-0468-2011-0004-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Official Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary</b> High-level Officials of Department of Health and Human Services (HHS) Office of the Secretary (OS) Immediate Office of the Secretary (IOS) are • Secretary • Deputy Secretary to the Secretary • Secretary's Chief of Staff • Executive Secretary to the Secretary • White House Liaison • Counselors to the Secretary • Directors of the Office of Disability, Office of Health Reform, and any future Directors established under the IOS umbrella • Any HHS Official acting on behalf of the Secretary</p>
1 1	<p><b>Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary</b></p> <p>Disposition Authority Number      <b>DAA-0468-2011-0004-0001</b></p> <p>Record copy of daily schedules/calendar, 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 and Deputy Secretary, and created and maintained in the daily schedules/files (e g calendars) of the high-level officials in the Immediate Office of the Secretary in order to prepare them for the daily activities and to keep them informed of major policy and program developments</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-468-99-001 / 1</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      <b>Cut off at the end of the calendar year in which briefing books and daily files were created</b></p>

Transfer to Inactive Storage	Transfer non-electronic textual records to the Washington National Records Center (Suitland, MD) 5 years after cutoff
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer legal custody of electronic records to the National Archives 10 years after cutoff Transfer non-electronic textual records to the National Archives 15 years after cutoff

**Additional Information**

First year of records accumulation	1980
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	100 0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
05/18/2011	Certify	Yvonne Wilson	Department Records Officer	Department - Headquarters
08/02/2011	Submit for Concurrency	Andrea Loiselle	Appraiser	National Archives and Records Administration - Records Management Services
08/08/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
08/08/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/09/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist