

## Request for Records Disposition Authority

Records Schedule Number: DAA-0468-2011-0007  
 Schedule Status: Approved

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 National Coordinator for Health Information Technology (ONC)  
 Schedule Subject: Correspondence and Subject Files for the Office of the National Coordinator for Health Information Technology (ONC)  
 Internal agency concurrences will be provided: Yes

Background Information: The Office of National Coordinator for Health Information Technology (ONC) is at the forefront of the administration's health IT efforts and is a resource to the entire health system to support the adoption of health information technology and the promotion of nationwide health information exchange to improve health care. ONC is organizationally located within the Office of the Secretary for the U.S. Department of Health and Human Services (HHS).

ONC is the principal Federal entity charged with coordination of nationwide efforts to implement and use the most advanced health information technology and the electronic exchange of health information. The position of National Coordinator was created in 2004, through an Executive Order, and legislatively mandated in the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0468-2011-0007

Sequence Number	
1	Official Briefing Books of the National Coordinator for Health Information Technology (ONC)
1 1	Official Briefing Books of the National Coordinator Disposition Authority Number DAA-0468-2011-0007-0001
2	Official Correspondence Files of the National Coordinator
2 1	Official Correspondence Files Disposition Authority Number DAA-0468-2011-0007-0002
2 2	Administrative Correspondence files Disposition Authority Number DAA-0468-2011-0007-0003
2 3	Working Correspondence Files Disposition Authority Number DAA-0468-2011-0007-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Official Briefing Books of the National Coordinator for Health Information Technology (ONC)</b> Daily official schedules, talking points, accepted invitations, travel agendas, meeting agendas, handouts of information material, annotated speeches , final copies of speeches, handwritten notes and comments, lists of meeting attendees, calendars, logs, briefing books, issue papers, information that the ONC should be made aware of, and other records documenting telephone calls and other activities of the ONC</p>
1 1	<p><b>Official Briefing Books of the National Coordinator</b> Disposition Authority Number      DAA-0468-2011-0007-0001</p> <p>Daily official schedules, talking points, accepted invitations, travel agendas, meeting agendas, handouts of information material, annotated speeches , final copies of speeches, handwritten notes and comments, lists of meeting attendees, calendars, logs, briefing books, issue papers, information that the ONC should be made aware of, and other records documenting telephone calls and other activities of the ONC</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><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply                      <b>Electronic Records</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of each calendar year in which created or received</b></p> <p>Transfer to the National Archives for Accessioning      <b>For electronic records, transfer to the National Archives in 4 year blocks immediately after cutoff For paper records, transfer to the National Archives in 4 year blocks 15 years after cutoff</b></p>

**Additional Information**

First year of records accumulation **2005**

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>Cubic feet</b>	<b>Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

2 **Official Correspondence Files of the National Coordinator**  
Incoming and outgoing correspondence, reports, studies, memoranda, and other documents in the Immediate Office of the ONC of the Department of Health and Human Services that (1) issue policy, prescribe procedures, or affect organizational structures, (2) provide executive direction or document major functions, (3) prescribe policy, (4) document the policies, programs, plans, and organizational structures established to fulfill the mission of ONC and ONC Components These includes all correspondence in the Immediate Office of the ONC, signed by the National Coordinator and filed in the Immediate Office of the National Coordinator

2 1 **Official Correspondence Files**  
Disposition Authority Number **DAA-0468-2011-0007-0002**  
Incoming and outgoing correspondence of the ONC that document the programs, policies, and organizational structures established to fulfill the primary mission Records date from 2005 and are maintained at the headquarters level, accumulated by the National Coordinator

Final Disposition **Permanent**

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of each calendar year in which created or received
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 4 year(s) after cutoff
Transfer to the National Archives for Accessioning	For electronic records, transfer to the National Archives in 4 year blocks immediately after cutoff For paper records, transfer to the National Archives in 4 year blocks 15 years after cutoff
<b>Additional Information</b>	
First year of records accumulation	2005
What will be the date span of the initial transfer of records to the National Archives?	From 2005 To 2015
How frequently will your agency transfer these records to the National Archives?	Every 4 Years
<b>Administrative Correspondence files</b>	
Disposition Authority Number	DAA-0468-2011-0007-0003
Files that relate to administrative support activities, to include but is not limited to staffing and procedures not directly related to the essential primary purpose of ONC, training material develop by ONC staff (such as subject matter trainings developed for attorney and administrative staff), certificates of completion of training courses, and standard operating procedures that do not document ONC policies	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	Yes

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the close of the fiscal year in which created or received

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Working Correspondence Files

Disposition Authority Number DAA-0468-2011-0007-0004

Records created in the course of creation and review of program and administrative correspondence files, including drafts and notes

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff when record copy has been created

Retention Period Destroy when no longer needed

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
10/17/2011	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
01/18/2012	Return for Revision	Wendy Knell	Appraiser	National Archives and Records Administration - Records Management Services
02/02/2012	Submit For Certification	Karen Ballesteros	Records Specialist	Offices of the Secretary - OCIO
02/02/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
02/06/2012	Return for Revision	Wendy Knell	Appraiser	National Archives and Records Administration - Records Management Services
02/09/2012	Submit For Certification	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
02/09/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
06/05/2012	Submit for Concurrence	Wendy Knell	Appraiser	National Archives and Records Administration - Records Management Services
06/06/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/07/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist