

Request for Records Disposition Authority

Records Schedule Number **DAA-0468-2012-0001**
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 Assistant Secretary for Administration**
Minor Subdivision **Program Services Center**
Schedule Subject **Real Property Case Files**
Internal agency concurrences will be provided **Yes**

Background Information **Case files regarding Federal surplus real property pursuant to HHS authority under the Federal Property Act, 40 U S C 550, and Title V of the McKinney-Vento Homeless Assistance Act**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0468-2012-0001

Sequence Number	
1	Real Property Disposal Case Files Disposition Authority Number DAA-0468-2012-0001-0001
2	Real Property Proposal Case Files Disposition Authority Number DAA-0468-2012-0001-0002
3	Federal Real Property Program Management Files Disposition Authority Number DAA-0468-2012-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Real Property Disposal Case Files</p> <p>Disposition Authority Number DAA-0468-2012-0001-0001</p> <p>Case files regarding Federal surplus real property transferred by HHS to non-Federal entities for public health and/or homeless assistance purposes, pursuant to HHS authority under the Federal Property Act, 40 U S C 550, and Title V of the McKinney-Vento Homeless Assistance Act Case files may include • legal instruments, including, but not limited to Quitclaim Deed, Lease, Agreements of Sale, Memorandum of Agreements, Consent Instruments, Abrogation and Release of Conditions, • general correspondence between HHS and applicants/grantees, other Federal agencies, public, State and local units of government, Congress, • Application for acquisition of surplus, under/unutilized Federal property, • HHS internal decision documents Report and Recommendation, Environmental Report, legal opinions, decision/award letter to applicant, • Annual reports submitted by transferees regarding the operation and maintenance of the transferred property, • Visit inspection reports, and • Property description documents i e , environmental reports/studies, excess/surplus documents, maps, plats, diagrams, etc</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year in which the case is closed</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 4 year blocks 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 1990 To 2012</p>

2

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

Real Property Proposal Case Files

Disposition Authority Number **DAA-0468-2012-0001-0002**

Case files regarding non-Federal entity proposals to acquire Federal surplus or under/unutilized real property for public health and/or homeless assistance purposes Case files may include, but are not limited to • General correspondence between HHS and applicants, other Federal agencies, the public, State and local units of government, Congress, etc , • Application for acquisition of the requested surplus, under/unutilized Federal property, including environmental assessments, studies, etc , • HHS internal decision documents Report and Recommendation, Environmental Report, legal opinions, decision/determination letter to applicant, and • Property description documents environmental reports/studies, excess/surplus documents, maps, plats, diagrams, etc

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 **Cut off at the end of the calendar year in which the case/proposal is considered inactive, either by action of Federal government or non-Federal entity**

Retention Period **Destroy 7 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

3

Federal Real Property Program Management Files

Disposition Authority Number **DAA-0468-2012-0001-0003**

Documents and files pertaining to the management of the HHS' Federal Property Assistance Program, not specific to any particular property or case file Documents/files include surplus property records (i e , Surplus Determination

Notices), general correspondence, legal opinions, and other supporting related records

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 Cut off at the end of the calendar year in which the document is superseded, or no longer valid, active or pertinent for program needs

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
10/17/2011	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
12/21/2011	Return for Revision	Wendy Knell	Appraiser	National Archives and Records Administration - Records Management Services
12/21/2011	Submit For Certification	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
12/21/2011	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
07/05/2012	Submit for Concurrence	Wendy Knell	Appraiser	National Archives and Records Administration - Records Management Services
07/10/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/17/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/20/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist