

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0468-2012-0004**

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 (OS)**

Minor Subdivision                   **Office of the Assistant Secretary for Preparedness and Response (ASPR)**

Schedule Subject                   **Emergency Preparedness Activities Records**

Internal agency concurrences will be provided   **Yes**

  

Background Information           **The Office of the Assistant Secretary for Preparedness and Response (ASPR) supports our nation’s ability to prepare for, respond to, and recover from the public health consequences of naturally occurring and man-made threats**

**ASPR was created by the “Pandemic and All Hazards Preparedness Act of 2006” HHS is the lead agency for the National Response Framework for Emergency Support Function (ESF) 8 The Secretary of HHS delegates to ASPR the leadership role for all health and medical services support function in a health emergency or public health event**

**ASPR component offices are organized by three core capabilities**

- 1 Planning for, developing, and acquiring medical countermeasures**
- 2 Emergency preparedness and response**
- 3 Support operations**

**This schedule addresses records pertaining to the “emergency preparedness activities” of “emergency preparedness and response”**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**GAO Approval**

## Outline of Records Schedule Items for DAA-0468-2012-0004

Sequence Number
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1
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Emergency Preparedness Activities Records Disposition Authority Number DAA-0468-2012-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Emergency Preparedness Activities Records</b></p> <p>Disposition Authority Number      <b>DAA-0468-2012-0004-0001</b></p> <p>Documents relating to the "preparation" cycle for a public health and/or medical response. The preparation cycle includes planning for, training for, conducting exercises and evaluating the planning and training preparations for responding to a public health and/or medical response. Emergency preparedness activities records include, but are not limited to playbooks, plans, agendas, training documents, planning documentation, situational manuals, after action reports, and lessons learned. These records are inclusive of interactions and coordination with partners at the Federal, state, tribal, and territorial-level and also the private sector.</p> <p>Final Disposition                      <b>Temporary</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>Disposition Instruction</p> <p>Cutoff Instruction                        <b>Cut off at the end of the fiscal year in which the training or exercise was completed</b></p> <p>Transfer to Inactive Storage            <b>Transfer paper records to a Federal Records Center three years after cutoff</b></p> <p>Retention Period                         <b>Destroy 7 year(s) after cutoff</b></p> <p>Additional Information</p> <p>GAO Approval                              <b>Not Required</b></p>

### 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
04/10/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/03/2012	Submit For Certification	Karen Ballesteros	Records Specialist	Offices of the Secretary - OCIO
05/03/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
06/11/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/17/2012	Submit For Certification	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
07/17/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
08/13/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/29/2012	Submit For Certification	Karen Ballesteros	Records Specialist	Offices of the Secretary - OCIO
08/29/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
01/02/2013	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services

01/07/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist