

Request for Records Disposition Authority

Records Schedule Number: DAA-0468-2012-0010
 Schedule Status: Appraiser Working 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: Office of Global Affairs
 Schedule Subject: Official files accumulated by the Office of Global Affairs in support of the Department of Health and Human Services programs and operations

Internal agency concurrences will be provided: No

WITHDRAWN

Background Information: The Office of Global Affairs (OGA) is part of the HHS Office of the Secretary. OGA promotes the health and well-being of Americans and of the world's population by advancing HHS's global strategies and partnerships and working with USG agencies in the coordination of global health policy. OGA serves as the primary point within HHS for setting priorities for international engagements and developing and strengthening relationships with USG agencies, foreign ministries of health, multilateral partners at headquarters and in the field, and with civil society and the private sector. OGA provides policy recommendations and staff support to the Secretary, Deputy Secretary and other senior HHS leadership in the areas of global health and social issues and coordinates international health and social matters across HHS, including major crosscutting global health initiatives.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2012-0010

Sequence Number	
1	Country/Multinational/Nongovernmental Working Files Disposition Authority Number DAA-0468-2012-0010-0001
2	OGA Project Files Disposition Authority Number DAA-0468-2012-0010-0002
3	International Agreements Disposition Authority Number DAA-0468-2012-0010-0003
4	Resident Requirement Waiver Files Disposition Authority Number DAA-0468-2012-0010-0004

WITHDRAWN

Records Schedule Items

Sequence Number	
1	<p>Country/Multinational/Nongovernmental Working Files</p> <p>Disposition Authority Number DAA-0468-2012-0010-0001</p> <p>Files which are produced in the course of normal operations of the International Relations Division of OGA, filed alphabetically by name of country or International Organizations (UN, WHO, etc) Files document specific country/organizational medical/health and economic development issues (i e , Avian influenza in Indonesia) Records include, but are not limited to incoming inquires and requests, background materials, memorandums, reports, and documents of International Organizations concerned with Global Health activities and operations of U S activities</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>GRS or Superseded Authority Citation NC1-235-80-1, item 100-07</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of fiscal year in which the project is completed</p> <p>Retention Period Destroy 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>OGA Project Files</p> <p>Disposition Authority Number DAA-0468-2012-0010-0002</p> <p>Ongoing projects and initiatives originated in OGA that document annual large scale projects, such as the Afghanistan Health Initiatives and other global related projects Records include meeting agendas, briefing books and supported material, conference, findings, cables, social media threads and email</p>

WITHDRAWN

exchanges with foreign nationals, and records created while conducting business internationally

Final Disposition **Permanent**

Item Status **Pending**

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**

WITHDRAWN

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year in which the project is completed**

Transfer to Inactive Storage **Transfer paper records to Federal Records Center 5 years after cut off**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 4 year blocks when the most recent record is 15 years old Transfer electronic records in four year blocks immediately after cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2012**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	24 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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International Agreements

Disposition Authority Number **DAA-0468-2012-0010-0003**

Various binding and non-binding instruments entered into by at least two parties, one of which is always the United States, in order to identify common areas of interests and express the intention to collaborate and commit to the transfer of resources. Agreements are classified by country and are in a general or narrative format. Types of agreements include bilateral agreements between two countries or between comparable level organizations of two countries, Umbrella arrangements that encompass one or more subsidiaries or lower level arrangements (Statements of Intent, Letters of Intent, and Declarations of Intent), Memoranda of Cooperation (MOC), Memoranda of Agreement (MOA), Letters of Agreements (LOA), and Memoranda of Understanding (MOU). Also includes terms of the agreements that document how the agreements are implemented.

Final Disposition **Permanent**

Item Status **Pending**

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 agreement has been executed**

Transfer to Inactive Storage **Transfer paper records to FRC 5 years after cut off**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 4 year blocks when most recent record is 15 years old. Transfer electronic records in 4 year blocks immediately after cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2012**

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

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	8 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

Resident Requirement Waiver Files

Disposition Authority Number DAA-0468-2012-0010-0004

The U S Department of Health and Human Services (HHS) is responsible for managing the U S Exchange Visitor Program as it pertains to health research. This program accepts original applications received from foreign residents requesting a waiver of the two year reign residency requirement of the exchange visitor program as it pertains to two types of waivers (1) research performed in an area of priority or significant interest to the agency and (2) health care services needed in a Health Professional Shortage Area (HPSA) in the United States. Records include, but are not limited to incoming inquires and requests concerning federal regulations and programs, memorandums, related background materials, and decisions received from the Department of State or the Attorney General concerning the waiver. Applications are filed by calendar year in alphabetical order. Notes: Clinical Applications are forwarded to Health Resources and Services Administration (HRSA) and maintained there.

Final Disposition Temporary

Item Status Pending

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

GRS or Superseded Authority Citation NC1-235-80-1, item 100-06A

Disposition Instruction

Cutoff Instruction Cut off at the end of calendar year in which a decision has been made by Department of State, and the case is closed

WITHDRAWN

Transfer to Inactive Storage

Transfer paper records to FRC 2 years after cut off

Retention Period

Destroy 6 year(s) after cutoff

Additional Information

GAO Approval

Not Required

WITHDRAWN

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
05/10/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
09/18/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/11/2012	Submit For Certification	Karen Ballesteros	Records Specialist	Offices of the Secretary - OCIO
10/11/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
10/23/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/08/2012	Submit For Certification	Karen Ballesteros	Records Specialist	Offices of the Secretary - OCIO
11/08/2012	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO

WITHDRAWN