

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0468-2013-0005**

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

Schedule Subject                      **Recovery Coordination Records**

Internal agency concurrences will be provided      **Yes**

Background Information                      **Records that document the Department of Health and Human Services role as the Coordinating Agency for the Health and Social Services (H&SS) Recovery Support Functions (RSF) under the National Disaster Recovery Framework (NDRF) The Department of Homeland Security's Federal Emergency Management Agency has primary responsibility for the NDRF Activation of the NDRF is not limited to Stafford Act or FEMA-led incidents The mission of the H&SS RSF is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care and social services networks to promote the resilience, health and well being of affected individuals and communities These efforts support the Presidential Policy Directive 8 National Preparedness Responsibility for recovery was completed by the Department of Health and Human Services, Office of the Secretary, Office of the Assistant Secretary for Health (OASH), prior to becoming the responsibility of the Office of the Assistant Secretary for Preparedness and Response Records created by OASH are also covered by this schedule**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0468-2013-0005

Sequence Number	
1	Recovery Coordination Records
1 1	Recovery Coordination Records that Engender Historical Interest Disposition Authority Number DAA-0468-2013-0005-0001
1 2	Other Recovery Coordination Records Disposition Authority Number DAA-0468-2013-0005-0002
2	Recovery Working Records Disposition Authority Number DAA-0468-2013-0005-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Recovery Coordination Records</b> Records include plans, correspondence, deployment or activation summaries, impact analyses reports, recovery support strategies and final reports</p>
1 1	<p><b>Recovery Coordination Records that Engender Historical Interest</b> Disposition Authority Number <b>DAA-0468-2013-0005-0001</b></p> <p>Records that document natural and man-made disasters or other events that engender long-term, post-event review, lessons learned, and historical interest. These events are designated by multiple factors such as 1) the appointment of a Federal Disaster Recovery Coordinator, 2) the activation of the Health and Social Services Recovery Support Function, and any of the following a) a catastrophic incident that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions, b) the declaration of an Incident of National Significance as defined by the National Response Plan. This category covers, for example, records matching the scale of disasters such as September 11, 2001 and Hurricane Katrina</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>Cutoff Instruction <b>Cutoff at the end of the fiscal year in which the recovery response is closed</b></p> <p>Transfer to Inactive Storage <b>Transfer paper records to the Federal Records Center three years after cutoff</b></p> <p>Transfer to the National Archives for Accessioning <b>Transfer paper records to the National Archives in four year blocks when the most oldest records in the block are 15 years old. Transfer electronic records in four year blocks when the earliest record in the block</b></p>

is 5 years old in accordance with NARA transfer guidance (36 CFR 1235 44/ 46/ 48/ 50)

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 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>10 GB</b>	
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

1 2

**Other Recovery Coordination Records**

Disposition Authority Number **DAA-0468-2013-0005-0002**

**Records that document recovery activities not described in item 0001 i.e. small-scale disasters or incidents. Records include plans, correspondence, deployment or activation summaries, impact analyses reports, recovery support strategies, incident guidance, site visit reports, and policy development documents**

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 at the end of the fiscal year in which the recovery response is closed**

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Transfer to Inactive Storage      **Transfer to a Federal Records Center three years after cutoff**

Retention Period      **Destroy 6 year(s) after cutoff**

**Additional Information**

GAO Approval      **Not Required**

**Recovery Working Records**

Disposition Authority Number      **DAA-0468-2013-0005-0003**

**These records include the notes, background materials and drafts used to create the recovery coordination records in items 0001 and 0002**

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 at the end of the fiscal year in which the recovery response is closed**

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
02/28/2013	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
05/28/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/19/2013	Submit For Certification	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
06/19/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
06/20/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/20/2013	Submit For Certification	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
06/20/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer

11/21/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/21/2013	Submit For Certification	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
11/21/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
01/02/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist