

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0468-2013-0006**  
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                      **National Veterinary Response Team Records**  
Internal agency concurrences will be provided      **Yes**

Background Information                      **The National Veterinary Response Team (NVRT), a component of the National Disaster Medical System, provides assistance in identifying the need for veterinary services following major disasters, emergencies, public health or other events requiring Federal support and in assessing the extent of disruption to animal and public health infrastructures**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2013-0006

Sequence Number	
1	National Veterinary Response Team Animal Health Records Disposition Authority Number DAA-0468-2013-0006-0001
2	National Veterinary Response Team Situational Reports
2 1	National Veterinary Response Team (NVRT) Situational Reports that Engender Historical Interest Disposition Authority Number DAA-0468-2013-0006-0002
2 2	All other Situational Reports Disposition Authority Number DAA-0468-2013-0006-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 427 1196 459"><b>National Veterinary Response Team Animal Health Records</b></p> <p data-bbox="370 480 1153 512">Disposition Authority Number      <b>DAA-0468-2013-0006-0001</b></p> <p data-bbox="370 534 1500 746">These records are created by the National Veterinary Response Team. They include exam forms, exam logs, controlled drug use logs, animal movement logs, vaccination logs, health certifications, other veterinary health records, veterinary facility inspections and daily treatment logs. The daily treatment logs serve as a summary to provide situational awareness during an event or disaster for decision-makers.</p> <p data-bbox="370 768 926 800">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 821 860 853">Item Status                              <b>Active</b></p> <p data-bbox="370 874 827 906">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="370 927 827 1044">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 data-bbox="370 1066 811 1161">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="370 1193 678 1225"><b>Disposition Instruction</b></p> <p data-bbox="370 1247 1417 1321">Cutoff Instruction                      <b>Cut off at the end of the fiscal year in which the incident response is closed</b></p> <p data-bbox="370 1342 1488 1417">Transfer to Inactive Storage          <b>Transfer paper records to a Federal Records Center three years after cutoff</b></p> <p data-bbox="370 1438 1186 1470">Retention Period                      <b>Destroy 20 year(s) after cutoff</b></p> <p data-bbox="370 1502 674 1534"><b>Additional Information</b></p> <p data-bbox="370 1555 959 1587">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="370 1613 1141 1644"><b>National Veterinary Response Team Situational Reports</b></p> <p data-bbox="370 1655 1500 1836">National Veterinary Response Team situational reports include information on the number of patient encounters, the number of animals requiring treatment, the health status of animals receiving treatment, and an overview of the activity and movement of NVRT personnel. The information contained in this report provides an overview of the NVRT care for which treatment is being provided.</p>
2 1	<p data-bbox="370 1857 1455 1923"><b>National Veterinary Response Team (NVRT) Situational Reports that Engender Historical Interest</b></p>

Disposition Authority Number **DAA-0468-2013-0006-0002**

Records that document natural and man-made disaster 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) Presidential declared disaster, 2) 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, 3) the declaration of an Incident of National Significance as defined by the National Response Plan. This category covers, for example, records related to, and including, disasters to the scale as Hurricane Sandy.

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? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the fiscal year in which the incident response is closed**

Transfer to Inactive Storage **Transfer paper records to the Federal Records Center five years after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records in four year blocks when the most recent records in the block are 15 years old. Transfer electronic records in four year blocks when the earliest records in the block are 5 years old**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2016**

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>1 GB</b>	
<b>Paper</b>		

Microform		
Hardcopy or Analog Special Media		

2 2

**All other Situational Reports**

Disposition Authority Number **DAA-0468-2013-0006-0003**

**Records that document other disaster or events not described in item (0002) Also includes drafts and background materials not described in item (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 **Cut off at the end of the fiscal year in which the incident response is closed**

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

Retention Period **Destroy 5 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
05/21/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/11/2013	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
06/11/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
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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 Concurrency	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