

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2013-0007
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 Financial Resources (ASFR)
 Office of Recovery Act Coordination (ORAC)
Schedule Subject Office of Recovery Act and Coordination Records
Internal agency concurrences will be provided Yes

Background Information

The Department of Health and Human Services (HHS) established the Office of Recovery Act Coordination (ORAC) in early 2009 to coordinate the implementation of the American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act). ORAC ensures that all statutory requirements of the Recovery Act and the Office of Management and Budget (OMB) are met by HHS. The HHS Operating Division (OPDIVs) and Office of the Secretary Staff Division (STAFFDIVs) provide Recovery Act information to ORAC. ORAC reports to the Assistant Secretary of Financial Resources (ASFR) and is responsible for meeting performance objectives set by the HHS Senior Accountable Official.

ORAC is headed by the Deputy Assistant Secretary for Recovery Act Coordination who reports to the ASFR. ORAC is comprised of four separate divisions. They are:

- 1 Immediate Office of the Recovery Act Coordination (IO)
- 2 Division of Project Coordination (DPC)
- 3 Division of Management and Performance (DMP)
- 4 Division of Planning and Presentation (DPP)

Immediate Office

The Immediate Office is responsible for providing advice and counsel to the Secretary, the Senior Accountable Official, and the ASFR on all issues related to the Recovery Act. IO also convenes the HHS programs and their representatives to coordinate the activities required for implementing the guidelines related to the Recovery Act.

Division of Project Coordination

The Division of Project Coordination is responsible for coordinating and reporting the status of the ARRA programs and identifying and assisting in resolving program issues through analysis and facilitation. DPC also coordinates the preparation of the Implementation Plans and guidance to all relevant HHS components. DPC supports the Recovery Act Technical Council (RATC) and ARRA Implementation Team.

Division of Management and Performance

The Division of Management and Performance is responsible for ensuring the Recovery Act and OMB recipient reporting requirements are met by HHS. DMP also coordinates with the Government Accountability Office (GAO) and the Office of the Inspector General (OIG) on all matters related to the integrity of the projects and activities of ARRA. DMP maintains and provides information to the Recovery Accountability and Transparency Board (RATB).

Division of Planning and Presentation

The Division of Planning and Presentation is responsible for preparing executive level reports to provide the overall status of the Recovery Act implementation and providing briefings and reports to the Secretary, ARRA Implementation Team, RATC, OMB, the Congress and the public. DPP also provides information for external and internal requests about the Recovery Act.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0468-2013-0007

Sequence Number	
1	Recovery Act Reports and Plans
1 1	Recovery Act Reports and Plans Records Disposition Authority Number DAA-0468-2013-0007-0001
1 2	Recovery Act Supporting Materials Disposition Authority Number DAA-0468-2013-0007-0002

Records Schedule Items

Sequence Number																			
1	<p>Recovery Act Reports and Plans The Recovery Act Reports and Plans include the documents created and maintained to provide information related to HHS' implementation of the Recovery Act. These records were generated when HHS was the lead agency during the implementation of the American Recovery and Reinvestment Act of 2009 to meet the recipient reporting, accountability, and transparency requirements of the Recovery Act and OMB. The Office of Recovery Act Coordination within the Office of the Assistant Secretary for Finance and Resources (ASFR) was eliminated due to realignment according to Federal Register Notice dated April 2, 2012.</p>																		
1 1	<p>Recovery Act Reports and Plans Records Disposition Authority Number DAA-0468-2013-0007-0001</p> <p>These are significant reports and plans integral to documenting the Recovery Act effort. They are key to HHS' compliance with OMB requirements and guidance per the Recovery Act. These records include but are not limited to the Financial and Operational Review (FOR) Reports, Implementation Plans, Senior Accountable Official Missing Report Certifications, and the list of non-compliant recipients by reporting quarter.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Permanent</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>No</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Cut off at close of the fiscal year when report was finalized and submitted</td> </tr> <tr> <td>Transfer to the National Archives for Accessioning</td> <td>Transfer to the National Archives immediately after approval of schedule</td> </tr> </table> <p>Additional Information</p> <table border="0"> <tr> <td>First year of records accumulation</td> <td>2009</td> </tr> <tr> <td>End year of records accumulation</td> <td>2012</td> </tr> </table>	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?	No	Cutoff Instruction	Cut off at close of the fiscal year when report was finalized and submitted	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of schedule	First year of records accumulation	2009	End year of records accumulation	2012
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?	No																		
Cutoff Instruction	Cut off at close of the fiscal year when report was finalized and submitted																		
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of schedule																		
First year of records accumulation	2009																		
End year of records accumulation	2012																		

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2012**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Immediately following approval of schedule

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1 2

Recovery Act Supporting Materials

Disposition Authority Number **DAA-0468-2013-0007-0002**

These are reports and plans that were prepared throughout the course of the Recovery Act. They were ongoing reports prepared to provide progress and status of the Recovery Act effort at HHS. These records include but are not limited to the Weekly Recovery Act Activities Report, ad hoc reports for Vice President's Recovery Implementation Office (RIO), public information, press releases, external and internal communications, and risk management 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 **Cut off at the close of the fiscal year (FY)**

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
06/05/2013	Submit For Certification	Karen Ballesteros	Management Analyst	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
06/05/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
10/22/2013	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist