

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2014-0003
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 the Assistant Secretary for Preparedness and Response
Schedule Subject Records of the Disaster Leadership Group (DLG)
Internal agency concurrences will be provided Yes

Background Information

The Disaster Leadership Group (DLG) is comprised of the Assistant Secretary for Preparedness and Response, who chairs the DLG, the Principal Deputy Assistant Secretary for Preparedness and Response, the Deputy Assistant Secretary for the Office of Policy and Planning, and representatives from various OPDIVs and STAFFDIVs across the Department of Health and Human Services (HHS). The DLG serves as a forum for HHS leadership to identify and resolve policy issues and potential barriers that directly impact effective response operations associated with the response to a public health incident or event. Additional DLG responsibilities include: ensuring coordination, integration, and follow-up of policy, budget, legislative and external communication strategies during a response.

WITHDRAWN

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0468-2014-0003

Sequence Number

1

Records of the Disaster Leadership Group
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Disposition Authority Number: DAA-0468-2014-0003-0001

WITHDRAWN

Records Schedule Items

Sequence Number	
1	<p data-bbox="376 433 954 465">Records of the Disaster Leadership Group</p> <p data-bbox="376 487 1153 519">Disposition Authority Number DAA-0468-2014-0003-0001</p> <p data-bbox="376 541 1480 907">The DLG meets at the direction of the chair of the DLG. Records for the Disaster Leadership Group (DLG) include but are not limited to standard operating procedures of the DLG, meeting notifications, attendance lists, agendas, presentations, expert testimony, meeting minutes, work group assignments and other documents created for the DLG meetings. Records of the DLG also include decision memos, policy options and recommendations created by the DLG or DLG work-groups. In addition to determining when the DLG convenes, the chair of the DLG is also responsible for indicating when an event response is closed. The Office of Policy and Planning, with the Office of the Assistant Secretary for Preparedness and Response is responsible for maintaining these records.</p> <p data-bbox="376 929 931 961">Final Disposition Permanent</p> <p data-bbox="376 983 890 1015">Item Status Pending</p> <p data-bbox="376 1037 832 1069">Is this item media neutral? Yes</p> <p data-bbox="376 1090 832 1123">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 data-bbox="376 1231 819 1263">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="376 1360 678 1392">Disposition Instruction</p> <p data-bbox="376 1414 1410 1479">Cutoff Instruction Cutoff at the end of the fiscal year in which the incident response is closed.</p> <p data-bbox="376 1500 1476 1565">Transfer to the National Archives for Accessioning Transfer to the National Archives in 4 year blocks 5 year(s) after cutoff</p> <p data-bbox="376 1608 674 1640">Additional Information</p> <p data-bbox="376 1662 844 1694">First year of records accumulation 2011</p> <p data-bbox="376 1716 1047 1802">What will be the date span of the initial transfer of records to the National Archives? From 2011 To 2014</p> <p data-bbox="376 1823 971 1910">How frequently will your agency transfer these records to the National Archives? Every 4 Years</p>

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
07/17/2014	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer

WITHDRAWN