

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2014-0005

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 (OS)

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 Yes

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 United States Government (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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0468-2014-0005

Sequence Number	
1	Office of Global Affairs (OGA) Project Files Disposition Authority Number: DAA-0468-2014-0005-0001
2	International Arrangements Disposition Authority Number: DAA-0468-2014-0005-0002
3	Resident Requirement Waiver Files Disposition Authority Number: DAA-0468-2014-0005-0003
4	Country Files
4.1	Country/Multinational/Nongovernmental Inquiry Files Disposition Authority Number: DAA-0468-2014-0005-0004
4.2	Country/Multinational/Nongovernmental Policy Files Disposition Authority Number: DAA-0468-2014-0005-0005

Records Schedule Items

Sequence Number		
1	Office of Global Affairs (OGA) Project Files	
	Disposition Authority Number	DAA-0468-2014-0005-0001
	Files that document ongoing projects and initiatives originated in OGA related to large scale projects, such as Health Initiatives, senior leadership meetings with foreign dignitaries, and other global related projects. Records include: meeting agendas, briefing books, supporting material, meeting summaries, and cables.	
	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
	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 FRC 5 years after cutoff.
	Transfer to the National Archives for Accessioning	Transfer paper records to NARA in 4 year blocks when the latest record in the block is 15 years old. Transfer electronic records to NARA in 4 year blocks when the latest record in the block is 5 years old.
	Additional Information	
	First year of records accumulation	1978
	What will be the date span of the initial transfer of records to the National Archives?	From 1978 To 1999
	How frequently will your agency transfer these records to the National Archives?	Every 4 Years
		Estimated Current Volume
		Annual Accumulation

Electronic/Digital		
Paper	18 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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International Arrangements

Disposition Authority Number DAA-0468-2014-0005-0002

Various binding and non-binding arrangements entered into by at least two parties, one of which is always HHS or an HHS Operating Division or Staff Division, in order to identify common areas of interests and express the intention to collaborate and commit to the transfer of resources. Arrangements are classified by country. Types of arrangements include but are not limited to: Statements of Intent, Letters of Intent Memoranda of Cooperation (MOC), Letters of Agreements (LOA), and Memorandums of Understanding (MOU). Also includes terms of the agreements that document how the agreements are implemented. These agreements remain in effect until revised or superseded and provide critical historical reference for ongoing and future work of OGA and HHS.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation These records are intrinsically valuable in paper.

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 terminated or expired.

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 in the block is 15 years old.

Additional Information

First year of records accumulation **1963**

What will be the date span of the initial transfer of records to the National Archives? **From 1963 To 1999**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Resident Requirement Waiver Files

Disposition Authority Number **DAA-0468-2014-0005-0003**

The Office of Global Affairs is responsible for managing the Exchange Visitor Waiver Review Board as it pertains to health research and for delivery of healthcare services. This program accepts original applications received from private or non-federal institutions, organizations, or agencies or by components of HHS requesting a waiver of the two year residency requirement of the exchange visitor program as it pertains to two types of waivers: (1) research performed in an area of priority and of national or international significance in an area of interest to the agency and (2) primary care or general psychiatry healthcare services needed in a Health Professional Shortage Area (HPSA) or Medically underserved Area or Population (MUA/P) 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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

	electronic format(s) other than e-mail and word processing?	
	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 100.06
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of calendar year in which a decision has been made by Department of State.
	Transfer to Inactive Storage	Transfer records to FRC 2 years after cut off
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
4	Country Files	
	Files which are produced in the course of normal operations of OGA, filed alphabetically by name of country, International Organizations (United Nations (UN), World Health Organization (WHO), etc) or by topical area.	
4.1	Country/Multinational/Nongovernmental Inquiry Files	
	Disposition Authority Number	DAA-0468-2014-0005-0004
	Files which are produced in the course of normal operations of OGA, filed alphabetically by name of country, International Organizations (United Nations (UN), World Health Organization (WHO), etc) or by topical area. Files document specific country/organizational medical/health and economic development issues (i.e., Avian influenza in Indonesia), or inquiries received by OGA from foreign governments, and organizations. Records include, but are not limited to: incoming inquiries and requests, responses, and general background concerned with Global Health activities.	
	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
	GRS or Superseded Authority Citation	N1-235-80-1, item 100.07

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Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the inquiry was responded to.

Retention Period Destroy 4 year(s) after cutoff

Additional Information

GAO Approval Not Required

Country/Multinational/Nongovernmental Policy Files

Disposition Authority Number DAA-0468-2014-0005-0005

Files which document policy decisions of HHS or OGA leadership, filed by topical area. Files document work that leads to policy changes. Records include, but are not limited to: memorandum, emails, and decision memos leading to a policy change. Examples of this include policy on destruction of smallpox.

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which a decision has been made by Department of State.

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 the latest record in the block is 15 years old. Transfer electronic records to NARA in 4 year blocks when the latest record in the block is 5 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2009

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

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

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
10/14/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/29/2014	Submit For Certification	Karen Ballesteros	Management Analyst	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
10/29/2014	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
04/08/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/22/2015	Submit For Certification	Karen Ballesteros	Management Analyst	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
04/22/2015	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for

				Administration - Office of the Chief Information Officer
07/28/2015	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist