

## Request for Records Disposition Authority

Records Schedule Number DAA-0468-2014-0006  
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 H5N1 HPAI GOF (HHG) Review Group Records  
Internal agency concurrences will be provided Yes

Background Information The H5N1 HPAI GOF (HHG) Review Group performs reviews of the Department of Health and Human Services (HHS) research proposals that are anticipated to produce H5N1 HPAI viruses that are transmissible among mammals via respiratory droplets. The HHG Review Group is chaired by the Assistant Secretary for Preparedness and Response (ASPR) and is comprised of representatives and subject matter experts from the National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA) and other Federal agencies. The HHG Review Group functions to review research proposals in order to advise the ASPR on whether the project is acceptable for HHS funding.

**WITHDRAWN**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2014-0006~~

**WITHDRAWN**

Sequence Number	
1	Records of the H5N1 HPAI GOF (HHG) Review Group Disposition Authority Number: DAA-0468-2014-0006-0001
2	Proposals Rejected for Review by the HHG Core Group Disposition Authority Number: DAA-0468-2014-0006-0002

Records Schedule Items

Sequence Number

1

Records of the H5N1 HPAI GOF (HHG) Review Group

Disposition Authority Number DAA-0468-2014-0006-0001

Records of the HHG Review Group include funding confidentiality forms, letters of appointment for HHG members, research proposals prepared for review by the HHG, meeting minutes, criteria review worksheets, and decision memos. The Records of the HHG Review Group are maintained by the Assistant Secretary for Preparedness and Response, Office of Policy and Planning.

Final Disposition Permanent

Item Status Pending

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

**WITHDRAWN**

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which a formal recommendation is issued.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 4 year blocks 5 year(s) after cutoff

Additional Information

First year of records accumulation 2013

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2016

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	
Paper		

Microform		
Hardcopy or Analog Special Media		

2

Proposals Rejected for Review by the HHG Core Group

Disposition Authority Number      DAA-0468-2014-0006-0002

These records include proposals that are rejected for review by HHG Core Group. Proposals are rejected from review by the full HHG Review Group for not meeting the criteria established by the requirements framework. Records include, but are not limited to, proposal summaries and correspondence.

Final Disposition                      Temporary

Item Status                              Pending

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 proposal is rejected.

Retention Period                      Destroy 2 year(s) after cutoff

Additional Information

GAO Approval                            Not Required

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.

WITHDRAWN

### Signatory Information

Date	Action	By	Title	Organization
09/18/2014	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer